



# South Arkansas Community College Student Organization Handbook

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# Departmental Contact Information

The following departments manage the policies presented in this guide.

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<i>Conference Room Reservation for Student Services</i>	870.875.7262
<i>Conference Room Reservation for McGehee</i>	870.864.7188
<i>Conference Room Reservation for Workforce Center</i>	870.864-7192
<i>Facilities &amp; Maintenance</i>	870.864.8443
<i>Procurement &amp; Travel</i>	870.864.7162
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## Welcome to Student Activities

The Department of Student Activities desires to support all student organizations, student leaders and student organization advisors at SouthArk. Our goal is to work collaboratively by building personal relationships and conducting training sessions for student clubs and organizations related to parliamentary procedure, student conduct, and planning college-sponsored events.

SouthArk encourages the increase of engaged student organizations to enhance the student experience and foster a campus environment that promotes student success. Many benefits are extended to registered student organizations, such as the ability to apply for funding through the Student Government Association, the ability to advertise for organization activities on campus, and the ability to use campus facilities. Non-registered student groups may not affiliate themselves with South Arkansas Community College, the Department of Student Activities or other official college departments.

As a student organization member or advisor, it is paramount that you are well-versed in the policies and procedures applicable to SouthArk student organizations. Inside this manual, you will find information on these policies and procedures and how the Department of Student Activities can collaborate with your organization to help you achieve your mission and goals.

## General Policies for Student Organizations

### Process for College Recognition of New Student Organizations

The Student Services Committee must approve student groups seeking official recognition. Students who would like to establish an organization or club at SouthArk should submit the following to the vice president for Student Services (“VPSS”) for consideration and approval:

1. Name of organization or club
2. A declaration of the purpose, goals, activities, membership requirements, constitution and by-laws
3. SouthArk employee sponsor
4. At least five signatures of potential members (must be students at SouthArk)

The VPSS will take the completed application to the Student Services Committee for action, approval, and official recognition of the college or charter.

## Student Organization Recognition

### Organizational Expectations

Student organizations may operate after they are officially chartered with South Arkansas Community College. Student organizations are expected to operate within their stated mission and abide by all college procedures governing student organizations. Failure to adhere to guidelines may result in the loss of privileges and/or loss of college recognition. This decision is vested with the vice president for Student Services.

To maintain its charter, a student organization must:

- Submit an initial roster of officers and members to the Department of Student Activities by September 15 of each fall semester and February 1 of each spring semester. Rosters should be continuously updated and promptly sent to the Department of Student Activities throughout the fall and spring semesters.

- Organizations must maintain a minimum of five members for two consecutive semesters or be declared inactive by the Department of Student Activities. Student organizations which do not meet these criteria may remain active if the organization applies for and receives an exemption from the Department of Student Activities. However, these exemptions are rare. It is the responsibility of the organization to recruit in order to meet minimum requirements for membership.
- Submit any new constitution or bylaws to the Student Services Committee for approval.
- Recruit and retain at least one full-time faculty or staff member who advises the organization and attends off-campus meetings and social functions.
- Submit all events for approval, including regularly-scheduled meetings, through the Department of Student Activities in compliance with established calendar requirements.
- Provide at least one officer to attend additional training as required by the Department of Student Activities.
- Plan and implement at least one community service activity per year to work toward SouthArk's mission of service to the community.

### Constitutions

Every student organization is expected to have an up-to-date constitution and/or by-laws on file at the Department of Student Activities and to operate within their constitution and by-laws.

These documents are required to contain:

- Name of organization (and any national affiliation)
- A concise statement of purpose, goals, direction, etc.
- Clear definition of membership requirements including minimum current GPA of 2.0 and cumulative GPA of 2.00 (see Academic Eligibility under Organization Management and Structure section)
- List of officers, their duties, and requirements
- Meetings and quorums to conduct business
- Process for the assessment of dues and other finances
- Amendments to the constitution
- Advisors
- Judicial Process

To submit constitutional amendments for review, the student organization should submit the following items to the Department of Student Activities in person or in electronic form:

1. A revised constitution with signatures from the organization president and advisor.
2. A document highlighting the revisions made from the previous constitution.

The student activities specialist and/or the vice president for Student Services will review these documents, send them to the Student Services Committee for approval, and provide a confirmation decision to the organization via email.

### Organization Funds

Student organizations are allowed to charge membership dues, hold fundraisers, and charge admission to certain events. In order to collect and use funds, student organizations must set up an official account using the following procedures:

1. Visit the Business Office to open an account
2. Complete the Agency Account Signature Form yearly with appropriate signatures
3. Deposit funds collected in the Bookstore and collect a receipt for deposits

4. A designated officer and advisor may jointly request checks from the Business Office by completing the Agency Account Disbursement Request form
5. The Business Office will request certification from the president that the organization is a college sanctioned organization. For this reason, it is imperative that the Agency Account Signature Form be up to date at all times.

**Please Note:** As a condition of keeping an organization's funds in an agency account, the organization must agree that the account will be noninterest-bearing and that if the agency fund account has no activity for a period of two years and is deemed to be inactive by the president, the fund may be liquidated by transferring the balance to the Unrestricted Educational and General Miscellaneous Income Account.

6. For fundraisers, complete the General Fundraising Approval Form
7. If appropriate, complete the Official Functions Form. Usually, if an event involves expenses and food will be served, this form is required.
8. Any variances from the standard procedures for handling agency accounts must be approved by the president.

## T-Shirts and Other Products

Permission to sell products as fundraisers may be given to student organizations that follow proper procedure. Student organizations may receive permission to sell items by completing the General Fundraising Approval Form. For products that display designs, follow these requirements:

- Provide a detailed sketch of the design to the student activities specialist and the director of Marketing and Communications.
- Once the above personnel has approved the design, follow proper procurement procedures.

## Student Organization Membership & Structure

### Eligibility for Participation

Students desiring to serve as a member or officer of a student organization are expected to meet the following requirements:

- Students are required to be registered for, and maintain, a minimum of 6 credit hours.
- Students wishing to pursue elected/appointed officer positions within student organizations must be registered for, and continue to be enrolled in, a minimum of 6 semester hours both at the time of election/appointment and during the term of office.
- Student organizations have the right to have additional requirements in place for prospective officers in accordance with their approved constitutions and/or by-laws.

### Academic Eligibility

For membership in a student organization, students must have and maintain a cumulative minimum grade point average of 2.00 and a current minimum grade point average of 2.00 in order to maintain active membership. In order to hold a leadership position in an organization, a student must have and maintain a cumulative minimum grade point average of 2.50 and a current minimum grade point average of 2.00. SouthArk will only consider grades earned at SouthArk to determine academic eligibility.

Leadership positions include those positions that are voted on or appointed such as the president, chair, vice-chair, vice president, treasurer, historian, parliamentarian, and recorder.

Students may appeal their eligibility status by submitting an Academic Eligibility Appeal form to the Department of Student Activities. The Department of Student Activities will submit the appeal to the

Student Services Committee who will make the final decision. The Department of Student Activities will promptly notify the student of the outcome, and this decision will be final until the student becomes eligible once more based on grade point average.

Student organizations may have higher academic standards than the college. Such student organizational academic eligibility for active membership should be outlined in the approved constitutions and/or bylaws.

### Inactive Member Status Based on Academic Performance

By agreeing to join a student club or organization, students are agreeing that their advisor will work with the Registrar's Office to ensure that they are academically eligible to participate. The student club president will use the appropriate form to document requests to join and forward these to the club advisor. The club advisor is responsible for verifying student eligibility once per semester, noting eligibility on the form, and keeping the form in the club records. The advisor will not be told the student's GPA, only if the student is eligible or not based on the GPA documented in the club's bylaws or the school's minimum GPA.

Students who have been declared inactive members based on their academic performance have the following restrictions placed upon them:

Inactive members may not:

- Vote for new members, officers, or other business of the organization;
- Represent the organization in any manner, including:
  - Serve as an elected or appointed officer;
  - Participate in intramurals, sports events, or competitions;
  - Participate in campus-wide events;
  - Participate in social activities of the organization.

Inactive members may participate in up to two hours per week for service activities but may not attend organization business meetings.

### Advisors

Student organizations are required to have a minimum of one full-time staff or faculty member employed at the college serve as an advisor.

#### The Role of an Advisor

The student organization advisor's role is as follows:

- To provide guidance on college policies and procedures that may impact student organizations and clubs, and to provide leadership for the adherence to those rules by the organization.
- To review and approve requests for organization events, activities, publicity, t-shirts, and travel.
- To provide guidance in the areas of setting goals, problem-solving, formulating procedures, and upholding the organization's mission. The advisor is expected to attend all organization meetings.
- To attend, as the college representative, all off-campus and overnight activities providing guidance and support and leadership in the event of an emergency.
- To follow all policies and procedures of the college including procurement and travel.
- To participate in advisor training.

An advisor agreement form will be included as an addendum to the guide for all student organization advisors and presidents to sign at the outset of their initial term of service that summarizes the advisor role in a manner consistent with current practice.

### Alternate Advisors

If a primary advisor is unavailable to attend an off-campus or overnight event, one or more substitute advisors may attend in his or her place with appropriate notice to, and approval from, the Department of Student Activities. Substitute advisors must be current full-time SouthArk faculty or staff with sufficient knowledge and experience serving in an advisory role. All alternate advisors must also complete appropriate training prior to the event as delivered by the student activities specialist. Appropriate notification includes submitting a written request of the intent to have a substitute advisor 72 hours prior to the event or as soon as possible. Appropriate approval is the receipt of a written response from the student activities specialist.

### Organizational Considerations for Advisors

Student organizations must give the following considerations to their advisors:

- The leaders of the organization are expected to consult advisors well in advance of all activities and obtain their approval before plans are finalized. Advisors may refuse to approve any activity that they believe is not consistent with the college mission, policies, or procedures, or is not in the best interest of the organization and/or its members.
- A calendar of events for the entire semester is to be given to the advisors. It is an expectation that advisors will attend all meetings and activities (committee and executive meetings included). Any adjustments to the semester calendar must be approved in advance by the advisor.

### Removal of an Advisor

The Department of Student Activities reserves the right to request removal of an advisor from his or her role with a student organization should circumstances require such action. Grounds for removal of an advisor include, but may not be limited to, the following:

- Inappropriate behavior and/or language
- Direct knowledge of, advocacy for, and/or participation in behavior that violates college policy and/or procedure
- Direct knowledge of hazing incidents and/or failure to report such incidents
- Direct knowledge of, advocacy for, and/or participation in illegal activities and/or behavior
- Behavior resulting in unreasonable and/or unnecessary risk for students
- Failure to attend meetings and events

Student organizations have the right to request removal an advisor from his or her role with the organization. Should a student organization believe it is in the best interest of the organization to remove an advisor, the following steps should be taken:

1. Student organization leadership meets with the advisor along with the student activities specialist and director of Enrollment Services to address and explain any concerns regarding the advisor's role in the organization.
2. The student organization leadership, student activities specialist, and director of Enrollment Services will agree on a specified period of time for the concerns to be properly addressed.
3. If concerns are not addressed adequately, then the organization must submit a request to remove the advisor to the Department of Student Activities. Formal requests must include reasons and justifications for the removal.

4. The request will be forwarded to the vice president for Student Services who will meet as necessary with all parties and make the final decision.
5. The organization is not permitted to conduct business or participate in any activities without an advisor or alternate advisor present.

## Involvement by Non-SouthArk Students, Faculty, or Staff

Under limited circumstances, the Department of Student Activities, in consultation with a given student organization, may determine that outside involvement by members of the extended SouthArk community (i.e., those not already serving in official advising capacities) will serve to enhance its mission and the mission of the student organization. Student organizations desiring such involvement by outside SouthArk individuals must seek and receive written approval by the student activities specialist and comply with any conditions specified by the department including, but not limited to, the signing of release forms and acknowledgement of SouthArk student organization processes and procedures.

Under no circumstances may an outside individual be an officer, voting member, or have any other membership status/authority within the organization. The Department of Student Activities will hold the student organization responsible for all conduct occurring at its meetings or events, whether by members or outside individuals. Outside individuals are expected to adhere to all college policies and procedures and are not to perform roles designated for student organization advisors. The Department of Student Activities may remove any outside individual for behavior that does not align with the mission of the college or the organization.

## New Member Procedures

South Arkansas Community College policies supersede those set forth by national headquarters or sponsoring entities for all organizations. An exception may be made in circumstances in which the national or sponsoring entity policies are more stringent than, but do not conflict with, SouthArk policies. It is the responsibility of student organizations to be familiar with national headquarter and sponsoring entity policies.

## Ceremonies

Every student organization must hold all initiation ceremonies, activation ceremonies, pinning ceremonies, and officer inductions, etc., in the presence of the organization's advisor(s) and/or alumni advisors.

## Definition of Student Organizational Activities and College-Related Activities

The Department of Student Activities recognizes events and activities that meet any of the following criteria as being student organizational activities:

- Paid for by student organizational funds
- Either approved by or required to be approved by the Department of Student Activities
- Using the SouthArk name, organization name, or trademarks in the event or activity name, advertising, and/or marketing
- Serving as recruitment activities for the student organization
- Publicized using chapter resources, including but not limited to fees associated with posting on official SouthArk social media pages, listservs, printing announcements, announcing in meetings, placed on the master calendar, or posted on websites

Student organizational events and activities meeting the above criteria must be in compliance with college and Department of Student Activities policies and procedures. Please note that events and activities that may not meet the above criteria may be considered a "college-related activity." As such, those events and activities that may be considered "college-related activities" may still be the responsibility of the student organization as outlined below.

SouthArk defines a "college-related activity" as any activity sponsored by the college or by any organization recognized by the college.

The degree to which an organization is responsible for the activity of its members is not necessarily dependent upon the number of members engaging in the activity but depends upon whether the activity is related to the organization as described in the two categories listed below. Student organizations may be held responsible for the acts of individual members when:

- The acts grow out of, or are directly related to, the student organization's activities or an environment created or knowingly permitted by the organization; or
- A member of an organization is violating local, state, or federal law or college regulations; and other members present, by failing to discourage such activity, tacitly condone the behavior. In addition to the organization being held responsible, members and officers may also be held responsible as individuals for their roles in any violation of college policy.

## Event Planning

Ultimate responsibility for any actions at an event or an approved overnight facility being used for an event rests with the organization. Students are at all times accountable to the college while attending on-campus, off-campus and overnight events and therefore are responsible for conducting themselves in a manner consistent with college policies and procedures. The official calendar of events is kept by the Department of Student Activities.

## Approval for an Organization Event

Events may not be scheduled for more than one calendar year in advance. Every event, including weekly meetings, new member activities, and off-campus or out-of-town events, must be submitted for approval first to the organization advisor and then to the Department of Student Activities. Activities not approved by the advisor will not be considered by the Department of Student Activities. It is expected that events for the semester are turned in in conjunction with the semester roster by the aforementioned due dates.

Event requests involving contracts, insurance requirements, outside businesses or agencies, non-SouthArk participants, a large number of participants, multiple SouthArk resources and/or departments, or other complex activities, out-of-town or overnight trips must be requested **one month in advance**. Events with the aforementioned characteristics may require additional review and approvals from additional college personnel.

## Time Regulations

Events may **not** be scheduled during the following times:

- Before the first day of classes or after the last day of classes in the fall and spring semesters excluding summer events
- Sunday-Thursday past midnight
- After 1 a.m. on Friday and Saturday
- Sundays before 1 p.m.
- Official college holidays

- During final exams

### Priority Events

SouthArk reserves the right to restrict the scheduling of events for designated priority events as determined by the Department of Student Activities. Designated events include but are not limited to New Student Orientation, Union County College Night, Lecture Series, Fall Fest and Spring Fling.

### General Expectations for All Events

- No alcoholic beverages, illegal drugs, or harmful chemical substances are to be promoted, possessed, or consumed at any activity sponsored by an organization.
- In order to have a mixer among two or more organizations, at least one advisor from each of the involved organizations must be in attendance at the event.
- Student organizations and individual members may be held responsible for events preceding and following student organization events.
- The sponsoring student organization will be held responsible for addressing the conduct of all attendees and/or notifying college personnel of misconduct.

### Expectations for Off-Campus Events

- Prior to approval, an off-campus facility is to be identified and a non-binding hold placed for the function. Venues, where alcohol or other SouthArk-prohibited activities are the main attraction, may not be approved.
- A full-time student organization advisor or an approved alternate advisor who completes advisor training must attend all off-campus events.
- Private residences may not be used for off-campus activities/events.
- The Department of Student Activities reserves the right to reject any off-campus event.

### Expectations for Overnight or Out-of-Town Events

All overnight and out-of-town events must be approved and travel arrangements must be made no less than one month prior to the date of the event. Overnight events may not involve non-members. One, one-night overnight retreat activity per organization will be permitted each semester.

School-sponsored athletic teams may travel (including overnight events) for recognized athletic competitions as often as deemed necessary and appropriate. Athletic personnel will work directly with the vice president for Student Services to schedule and to make appropriate arrangements for sports travel.

Exceptions may be requested and will be considered on a case-by-case basis by the student activities specialist.

Expectations for student conduct and behavior for the duration of an off-campus event may be established by the organization advisor. These rules should not conflict with established rules for conduct and behavior set by SouthArk policies and procedures.

### Food Service

By contract, Valley Food Services shall provide and/or serve, all food items on the SouthArk campus. Student organizations are not allowed to sell or distribute any food items on the campus outside of approved fundraisers without written permission from the director of Valley Food Services.

## Release Forms

The purposes of general release and informed consent forms (indemnification, hold harmless agreement) are to protect a sponsoring organization from lawsuits that could arise from personal injuries and to inform the participants of the nature of the activities and any risk involved. These release forms are appropriate when the event contains an inherent amount of risk (such as events involving minors on campus, college-wide events, etc). This does not mean that having all the participants sign a form removes the responsibility of the organization to exercise proper care and good planning. All participants must complete all relevant and pertinent release forms prior to the start of the activity. If a participant is under 18 years of age, a parent or guardian must also sign his/her form.

## Contracts

The following guidelines are used in reference to legal contracts to secure the services of performing artists, vendors, and/or entertainment supplies (i.e., inflatables, Ferris wheels, sound equipment, etc.). Organizations signing contracts must do so in their own name – **not** in the name of South Arkansas Community College. All contracts regardless of payor must be approved by the vice president for Student Services and the vice president for Finance and Administration.

### Guidelines for Consideration in a Contract Review

#### Hold Harmless Agreements

Contracts including hold-harmless agreements often put the liability for accidents, damage, or injury onto the student organization hosting the event, even if the accident or the damage is caused by the other party. If the vendor will not remove this section, the organization must ask the vendor to add an additional section requiring the vendor to hold SouthArk harmless for acts of negligence.

#### Cancellation Clauses

Cancellation clauses often include weather-related issues, illness of the performer, or other unforeseen circumstances. Pay particular attention to clauses that allow the vendor to cancel without penalty, reimbursement, or just cause. A band that fails to show up for the night of a dance but agrees to come a week later may not be of much value to the organization.

#### Insurance

SouthArk requires vendors to have \$1 million liability and \$2 million in aggregate insurance and that South Arkansas Community College be named as an additional insured. Be sure to read the insurance requirements of all the contracts to make sure the organization is purchasing any insurance required.

Events utilizing outside contractors, companies, or vendors require insurance certification by the college. Event planners are expected to submit all required documents to the vice president for Student Services and the vice president for Finance and Administration for review a minimum of two business weeks before the date of services proposed. It is imperative for event planners to identify vendors and provide SouthArk's insurance requirements to them as early as possible.

#### Outside Vendors

Vendors may be invited to campus by an approved student organization or other South Arkansas Community College entity. Hosting organizations must submit an Official Functions Form in order for vendors and promoters to sell material goods on campus for approved events and activities. The student activities specialist will make solicitation decisions on a case-by-case basis for each organization's request.

## Movies, Films, and Speakers on Campus

Unauthorized public performances refer to any showing of a movie without first obtaining the required permission from the copyright owner. This includes public performances where an admission is charged as well as those that are simply offered as an additional service of the establishment.

Student organizations do not have the right to show movies to "the public." In most cases, doing that requires a separate "public performance" license from the copyright owner.

Student Organizations **will not** need a license in the following situations:

- You will be showing the movie to members of your family or a small group of your friends in a place that is not open to the public.
- You will be showing a movie that is in the public domain.
- Your copy of the movie came with an express license authorizing the particular manner of showing.

If you do need a "public performance" license, you can obtain one in one of the following ways:

- By renting the movie directly from a distributor that is authorized to grant such licenses, such as Swank Motion Pictures, Inc.
- By contacting the copyright holder (generally the studio) directly.
- In most cases, you will be eligible for a "non-theatrical" public performance license, which is considerably cheaper than what a commercial cinema must pay. Student organizations showing films for entertainment are responsible for paying royalties.

## Speakers for On-Campus Events

Speakers invited to the campus for any purpose, including speaking engagements at closed meetings or events open exclusively to an organization's membership, must be approved by completing an Official Functions Form. The college encourages speakers from diverse backgrounds with diverse methods in order to stimulate critical thinking and debate. While some views will be distasteful to some listeners, SouthArk will uphold First amendment rights.

SouthArk may deny a speaker request if there is a substantial reason to believe, using clearly articulated facts gathered from relevant sources such as law enforcement agencies, that a true threat exists that will pose a danger to the safety of our campus community. Such facts may include a threat of violence, fighting, or other unlawful behavior. In the event that a speaker is denied, a written explanation will be provided to the sponsoring group listing the articulable reasons as well as the sources of information used to inform the denial.

SouthArk will not allow others to materially and substantially disrupt members of the campus community or their invited guests with the purpose or knowledge of significantly hindering their expressive activity. This protection extends to controversial speakers, protesters, and counter-protesters.

SouthArk reserves the right to disagree with any speaker's or group's opinion or beliefs without limiting their right to express them.

## Publicity

### Print Publicity

Only chartered student organizations and college departments are eligible to post information in campus facilities. Social media posts on official SouthArk social media pages are not permitted for events not open to the public. However, student organizations can request that Marketing and Communications send out mass notifications via text message to registered students about on-campus events.

For those events that are open to the public, organizations are free to design their own flyers, but approval of the final design is at the sole discretion of Marketing and Communications. These requests should be submitted for approval to the marketing department no later than 3 weeks prior to an event.

All products and flyers promoting SouthArk events should follow the SouthArk [Style and Branding Guide](#) and include an approved version of the academic logo.

Improperly posted materials will be removed and discarded and violations can result in posting privileges being restricted or removed and other sanctions as deemed appropriate.

### Approval Process

For all events, first submit a digital copy of the flyer/poster for review to the vice president for Student Services and allow 2–3 business days for completion of the approval. If working with Marketing, obtain their input before submitting to Student Services.

### Expectations

It is expected that only approved flyers will be posted on organizational social media pages sponsored by the college regarding SouthArk events. Organizations are not allowed to create social media pages representing SouthArk without permission from the vice president for student services. Social media posts for SouthArk clubs and organizations must receive approval prior to posting through the vice president for student services. Creating social media pages to represent SouthArk programs without permission and posting unapproved posts on these pages are violations of this policy and may result in sanctions.

### Posting Process

Flyers and posters may be posted on public bulletin boards in campus buildings. Flyers and posters may not be posted on furniture, walls, windows, doors, parking facilities, bathroom stalls, classroom spaces, or other campus locations.

## Handouts, Mailbox Stuffers, and Table Tents

### Approval Process

Submit a digital copy of the flyer/poster for review to the vice president of Student Services. Include information describing the intended distribution method (campus mailbox, information table, information distribution event, etc) and allow 2–3 business days for completion of the approval.

### Expectations

Any images or logos used in printed materials should be original artwork, purchased through an approved service, or used with express permission for those purposes.

## Distribution Process

Once handouts are approved by the vice president for Student Services, the materials may be distributed in the approved distribution manner.

## General Chalking Guidelines

Chalking is permitted for recognized student organizations as a method of on-campus publicity. All chalking must be approved by the vice president for Student Services and the director of the Physical Plant. Other guidelines are below:

- Messaging may be placed on sidewalks and streets once approved.
- All chalking must include the name of the sponsoring organization. Unidentified chalking may be removed.
- Colored chalk is not permitted. Violators will be billed for damages caused by colored chalk stains.
- Chalking on walls, steps, or sides of any building is not permitted.
- Spray chalk may not be used under any circumstances.
- Chalking is prohibited in Heritage Plaza.
- Organizations may begin chalking no more than seven days prior to a scheduled event.

## SouthArk Technology Usage

Policies regarding use of web sites, electronic mail (email), web publishing, SouthArk information systems usage, and sanctions for inappropriate usages may be found online at <http://www.southark.edu/admissions-enrollment/course-catalog>.

Be advised that these policies are subject to frequent change, and it is the responsibility of the student and/or student organization to be familiar and in compliance with current policies and procedures.

## Use of Copyrighted or Trademarked Material

South Arkansas Community College will not allow student organizations to use copyrighted materials, trademarks, or parodies of copyrighted materials or trademarks without the express written permission from the company, agency, or organization that created and/or owns the intellectual property intended to be used.

Student organizations using inappropriate or copyrighted materials or printing their materials without appropriate documentation and approval from Student Activities beforehand will forfeit their right to have t-shirts and/or other items printed and approved and may face disciplinary action.

South Arkansas Community College strongly recommends that student organizations wishing to use copyrighted material or trademarks begin the design process early in order to have sufficient time to secure the required written permission from the intellectual property owner, as well as securing approval from the Department of Student Activities. The Department of Student Activities will confiscate t-shirts or other materials printed without the required approval.

The guidance regarding the use of copyrighted materials, trademarks, logos, etc. applies to t-shirts, and all printed materials including, but not limited to: flyers, posters, table tents, floats, and other promotional and advertising materials that are used by any student organization.

## Approved Licensees

Students and student organizations are required to consult the Marketing and Communications office for usage of licensees for the reproduction of SouthArk logos and marks on products that will be used in promotion and resale.

## Sales and Solicitation

Student organizations desiring to solicit, advertise, or sell a product or service on campus, in the community, or through the campus mail service must obtain approval through the Department of Student Activities. A General Fund Raising Approval Form must be completed before the event.

## Fundraisers

All recognized student clubs and organizations are eligible to apply for up to \$ 1,500 one-time per academic year. The club or organization must bring a detailed budget to the Student Government Association and request the \$1,500.

Additionally, if homemade goods are sold, then identification of the ingredients for food allergies needs to be posted at the point of sale, along with information stating whether or not the food was prepared in a commercial facility.

All bake sales must be approved by the student activities specialist.

## Gambling and Games of Chance

In accordance with state law, unlawful gambling is strictly prohibited on SouthArk's campus. Unlawful gambling is defined as *"unlawfully conducting, organizing, or participating in an activity involving a game of chance, including but not limited to, casino or sports wagering."* Unlawful gambling includes any activities or games of chance that include the exchange of cash resulting in a chance of a financial return greater than that paid.

Mock casino and/or gambling events may be permitted by the Department of Student Activities in circumstances in which no cash changes hands or may be won by participants.

## Student Organization Conduct Expectations and Procedures

### Alcohol and Other Drugs

South Arkansas Community College Administrative Policy Manual 4.07 Standards of Student Conduct prohibits the unlawful manufacture, possession, use, sale, transfer, or purchase of a controlled substance or another dangerous drug such as a controlled substance analogue (designer drug) on or off the campus. It is also a violation of college policy for anyone to possess, use, or be under the influence of an alcoholic beverage on the campus or at a college-related activity off campus. An off-campus college-related activity is defined in the process for student organization violations. Anyone violating these policies is subject to disciplinary action ranging from a warning to expulsion.

SouthArk makes every effort to seek full compliance with federal, state, and local laws and ordinances; to discourage by every means possible the use of alcohol; to promote sobriety; to provide social and recreational alternatives to the use of alcohol and other drugs; and to offer confidential, effective, and redemptive assistance to students who seek help for substance-abuse problems.

For students who seek help for substance-abuse problems apart from disciplinary violations, complete confidentiality will be strictly observed to the limit of the law. Those students will be referred to local providers for assistance.

### Minor Infractions

The Department of Student Activities is charged with the responsibility to ensure student organization compliance with college policies and procedures as presented in this document. The Department of Student Activities will investigate minor infractions and refer major infractions to the VPSS for investigation. Minor infractions include failures to follow an approved procedure such as failure to register an event, failure to obtain approval on postings or t-shirts, etc. that will not lead to suspension or expulsion. Minor infractions may result in loss of organizational privileges or other sanctions as deemed appropriate by the student activities specialist.

Multiple minor infractions committed by an organization within one academic year (fall and spring semester) may be viewed as a major infraction. This will result in the organization being referred to the VPSS for suspension or expulsion from active status. Records of minor infractions will be maintained for no less than four semesters by the Department of Student Activities as well as in involved students' permanent disciplinary records maintained by the vice president for Student Services or designee.

Organizations wishing to appeal sanctions for minor infractions may do so in writing and must submit their appeal directly to the vice president for Student Services.

### Major Infractions

The VPSS is charged with the responsibility of investigating major infractions. Major infractions include violations that could lead to suspension, expulsion, or revocation of the charter. These could include alcohol or drug violations, assault, etc. A record of all proceedings, findings, and sanctions related to discipline will be kept in each student's and organization's permanent record.

### Sex and Gender Misconduct

All sex or gender-based sexual harassment and misconduct will be investigated by the Title IX Office using the policy and procedure outlined in ["Title IX: Addressing Interpersonal Violence."](#)

### Student Organization Violations Process

#### Scope of Authority

The Department of Student Activities typically handles minor student organization violations or conflicts; however, the VPSS reserves the right to solely address, investigate, and sanction any violation committed by a student or student organization. Regular appeals rights will apply.

#### *What Constitutes Student Organizational Misconduct?*

The following criteria, taken individually or as a whole, suggest grounds on which to proceed with an organizational misconduct case:

1. Would a reasonable person understand the behavior to fall within the scope of the organization's activity?
2. The behavior is committed by one or more members of an organization and more than one member of the organization is aware of it.
3. The behavior is committed by one or more members of an organization during the course of an activity financed by the organization and/or approved by the organization.

4. The officers of the organization had prior knowledge that the incident would take place or were not forthcoming to the college about the behaviors that occurred.

This list is not exhaustive and is intended to give some guidance in some factors which will be considered when deciding to proceed with an organizational misconduct case.

## Investigative Procedures

### A. Report of Charge

A person wishing to report an allegation shall submit an online [Behavior Incident Report](#). Student Activities and the VPSS office shall evaluate the report by examining the facts regarding the alleged violation. If the initial evidence suggests that a violation may have occurred, the VPSS or designee will investigate.

### B. Charge Letter

The student activities specialist and vice president for Student Services, or designee, reserve the right to make inquiries of a student organization prior to official charges being levied or formally addressed. During any activity (official or unofficial) where a violation may have occurred, a charge letter will be sent to the student leader of the organization, the advisor, and the national organization, if applicable.

## Investigation of Rule Violations

The student activities specialist will use the meeting process to investigate minor infractions that occur within an organization or during an organizational event. For details on this process, see the SouthArk Student Handbook. (hyperlink) Minor infractions are allegations that would not lead to expulsion. Violations that could lead to expulsion are investigated using the hearing process and are considered major infractions. It is the responsibility of the organization to be familiar with and follow the Student Handbook. Disciplinary records will be placed in both the organization's record and individual records of those students found responsible for the misconduct.

## Core Principles

Disciplinary investigations are an educational endeavor where student health and safety are a top priority. Investigations are conducted impartially and fairly. Everyone involved in the process is expected to be objective, professional, and courteous.

## Appeal Process

The student organization may file an appeal if new evidence unavailable during the initial investigation becomes available, if the organization believes policy and procedure were not followed, or if the organization believes the sanctions imposed are inappropriate. The student organization leader or individual member (if individually investigated) may appeal to the vice president for Student Services in writing within five (5) business days of the decision.

For minor infractions, the appeals officer shall be the vice president for Student Services. For major infractions, the appeals body shall be the Student Services Committee.

The Student Services Committee shall review the appeal and may confer with any party or witness he/she deems necessary including the initial disciplinary officers. However, the appeal will not serve as a reinvestigation. Except as required to explain the basis of new evidence, an appeal shall be limited to the review of written documentation or the verbatim record. The appeals officers may:

- 1) Affirm the sanctions;
- 2) Modify the sanctions or impose different sanctions; or
- 3) In the case of new evidence, send back to initial investigators for reopening.

All parties affected will be notified in writing of any modifications to the decision in writing within 5 business days.

### Possible Sanctions

When an organization violates college policies, sanctions are put in place to inform the organization that the behavior(s) exhibited are unacceptable and are not aligned with the values of the college. Where possible (and necessary), sanctions put in place can be a combination of deterrents, educational, and/or restorative.

In determining the appropriate sanction, the investigator(s) should consider the nature and severity of the misconduct; whether the student organization self-reported the misconduct; the willingness of the student organization to take responsibility for the misconduct; the level of cooperation received from the student organization in the investigation; the conduct history of the organization; and any other relevant factors detailed in applicable college policies.

Sanctions may be assessed singly or follow consecutively, and include, but are not limited to:

1. **Formal Written Reprimand:** A formal notice that the Code has been violated and a warning that future violations will be dealt with more severely.
2. **A written plan for the reconstruction of the organization:** A plan of action, which outlines various actions the organization must take in order to enhance itself and be a benefit to the college community.
3. **Fines:** Payment of a monetary fine.
4. **Restitution:** Required compensation for loss, damage, or injury to the appropriate party in the form of service, money, or material replacement.
5. **Class/Workshop Attendance:** Attendance and completion of a class or workshop that will help the student organization avoid future non-compliance with the Code.
6. **Educational Project:** Completion of a project specifically designed to assist the organization to avoid future non-compliance with the Code.
7. **Service:** Performance of a task, or tasks, designed to benefit the community and that also assists the student organization avoid future non-compliance with the Code.
8. **Inability to Access Funds:** Rendering an organization's college account inactive
9. **Restricted Activities:** Restricting the student organization's ability to access college controlled benefits and resources.
10. **Disciplinary Probation:** A formal written notice that the organization is not in good standing with the college and its actions will be monitored for a period no less than one semester. During this period, any further violations of the Code will result in harsher sanctions.
11. **Restrictive Probation:** A formal written notice that the organization is not in good standing with the college and has now lost certain privileges for a period no less than one semester. During this period, any further violations of the Code will result in disciplinary suspension. During this period members of the organization may be restricted from holding leadership roles within their respective governing organizations (i.e., NSLS, PTK, SGA, etc.).
12. **Disciplinary Suspension:** Separation of the organization from the college for a period no less than one semester.
13. **Loss of Charter:** Temporary separation of a student organization from the college. Organizations that are de-recognized are not eligible to apply for recognition for a period of up to five years. However, the length of time is at the discretion of the vice president for Student Services.

14. **Permanent Loss of Charter/Recognition:** Permanent separation of a student organization from the college. Organizations that are permanently de-recognized are not eligible to apply for recognition. Any change to this must be approved by the vice president for Student Services.

The investigator will send notice of a decision to the student organization's representative, the national organization, if any, and the organization's college advisor. The notice will state a rationale for the decision that was reached and what sanctions will be imposed, including the length of the sanction(s), the specific privileges to be forfeited, and any and all other conditions established as part of the sanction(s).

Action taken against the student organization does not preclude the college from taking disciplinary action against individual students pursuant to applicable college policy.

#### *Expectations for Suspension and Revocation of Charter*

The behavior of individuals previously associated with or acting on behalf of the organization within this period will be noted and considered as a part of the decision to allow the organization to reorganize and return to campus. The public image of the organization during this time will also be noted and used in the decision process. When placed in this status, all activities of the organization, both formal and informal unless otherwise specified, must cease. Attempts to operate the organization whether overtly or covertly, such as selecting officers, conducting socials, etc. will negatively affect the decision to allow the organization to reorganize and return to campus.

#### *Voluntary Inactive Status and Reactivation Process*

An organization may, at any time, choose to become inactive while not dissolving the official charter of the organization. The organization president and advisor must notify the Department of Student Activities of the desire to become inactive, at which point all official functions of the organization will cease. The Department of Student Activities may also declare organizations inactive for failure to comply with organizational expectations.

At any time, an inactive organization may seek to reactivate under the original charter. Organizations that remain inactive for less than two years may regain active status by reaching compliance with Student Activities' organizational expectations. Organizations that remain inactive from two to five years must complete the reactivation process to regain active status.

#### *Reactivation Process*

This process requires an initial meeting with the Student Activities Coordinator, followed by submission of the appropriate materials to reactivate the existing charter:

- Application for Organization Recognition
- Roster Form
- Constitution or By-Laws

After completing all requirements of the reactivation process, including approval by the vice president for Student Services, the organization may begin operating and meeting.

Organizations that remain inactive for more than five years must be re-chartered by the college. Organizations that have been suspended or had their charters revoked must follow additional steps to resume activities which are explained in a subsequent section of this manual (Process for Reorganization following Revocation of Charter).

### *Process for Reorganization following Revocation of Charter*

If an organization is eligible for reorganization, a plan outlining the organization's intentions must be submitted to the student activities specialist. The plan should include the following:

1. The composition of the steering committee coordinating the reorganization process. Details regarding the frequency and locations of the steering committee meetings will also be provided.
2. Steps that will be taken to ensure the problems causing the suspension/revocation of the charter will be eliminated. If the problems are individuals in the organization, how will this be addressed?
3. Timeline for the reorganization process.

Please locate official forms and an example of an organization constitution at the end of this document. Also, note that the example constitution is incomplete. Links to the sexual harassment policy and Student Handbook are also included for convenience.

# South Arkansas Community College Competitive Shooting Club

## Constitution

The purpose of this club/organization is to provide a venue for participation in shooting sports to any/all students at South Arkansas Community College in El Dorado and Warren, Arkansas. Members are provided opportunities to acquire skills that can be employed in recreational/leisure and/or competitive activities.

The broad goal of the club/organization is defined in the purpose. The following are its objectives:

1. Provide opportunities for participation in shooting sports.
2. Sponsor member social activities that promote firearm responsibility and foster club and professional relationship.
3. Foster a spirit that promotes and supports shooting sports.
4. Provide a means through instruction and coaching for skill acquisition in various shooting sports and venues.
5. Promote a spirit of service to others (both College and Community) through volunteer projects and activities.
6. Encourage and provide opportunities for participation in local, state, and national shooting sports competitive events.
7. To be competitive at every shooting sports event our club attends.

## Bylaws

### Article I

#### Membership

##### Section I

Membership is open to current full-time credit students (enrolled in a minimum of 12 credit hours at the college) who wish to participate in club/organization shooting sports and functions. Members are required to obtain, read, and sign the shooting club rules and guidelines.

##### Section II

Student members will comprise the voting membership for the club/organization. Voting membership must maintain a 2.5 GPA and be enrolled for a minimum of 12 credit hours per semester to participate.

### Section III

Proposed club/organization officers must have a 2.5 GPA for office consideration.

### Section IV

Members that choose to shoot at competitive events and represent the club/organization and South Arkansas Community College must have a 2.5 GPA and be enrolled for a minimum of 12 credit hours per semester to participate.

### Section V

Members are responsible for adhering to all rules and protocols set forth by the club/organization and the ranges/facilities that we use. Failure to abide will result in immediate dismissal from the range and possible dismissal from the team.

## **Article II**

### **Officers**

#### Section I

The officers of this club/organization will be South Arkansas Community College students and consist of President, Vice President, Secretary, and Treasurer.

#### Section II

Officers shall be elected annually by a simple majority vote of voting members present at the annual meeting.

#### Section III

Any active member may volunteer or be selected for nomination to one of the above-stated offices, at which time ballots shall be cast. The nominees must consent to serve.

#### Section IV

If and when a vacancy occurs other than that of the President, the Executive Board, (President, Vice President, Secretary, Treasurer, and Faculty Advisor) shall submit names of interested nominees and post these nominees two weeks prior to the next meeting.

#### Section V

The Vice President shall fill the vacancy of the President, and a new VP shall be elected accordingly.

#### Section VI

New Officers shall sit in on Executive Board meetings following their election and shall act as assistants.

## **Article III**

#### Section I

The Executive Board shall consist of the President (who shall act as the chairman of the board), Vice President, Secretary, Treasurer, and Faculty Advisor.

## Section II

Meeting of the Executive Board shall be called at the discretion of the President and/or Faculty Advisor.

## Section III

The Faculty Advisor shall be an *ex-officio* member of the Executive Board (no voting rights).

## Section IV

Duties of the members of the Executive Board are stated in the By-Laws.

# Article IV

## Section I

An official club/organization meeting will be held one day of each month.

## Section II

To provide flexibility, the scheduled monthly meeting times may vary to assure maximum attendance by members. Meeting times will be determined by vote at the meeting prior.

# Article V

## Section I

The membership dues will be set by the voting membership each fall semester.

## Section II

Members will be required to pay dues by the second meeting of each semester.

## Section III

Prospective members will not be allowed to participate in shooting competition until membership dues have been paid. They will be allowed to attend up to five practices prior to paying dues.

# Article VI

Tournament practice round fees will be paid by the team unless otherwise specified.

# Article VII

## Section I

The top 5-10 all-around shooters will be sent to out of state tournaments (the number will be determined by the board for each competition).

## Section II

Scores and practice attendance/averages will be used to determine the top shooters in the club, and they will be placed in squads accordingly. Practicing outside of a scheduled club practice can be counted as an attendance point, but scores will not be factored into a member's average.

Any practice that has a minimum of five team members in attendance may be counted (and scored) as a team practice. If there is not an executive member in attendance, one must be notified prior to practicing in order to have the score apply to member averages. Scores from non-sanctioned practices are recorded only upon the request of the member, but they must request prior to practicing. Any unscheduled practice that is being recorded as a team practice must be recorded with scoresheets that will be turned in to the officer mentioned above.

## **South Arkansas Community College Competitive Shooting Club Positions**

### **President/Captain**

The president is the chief administrator, "the "point person" of the club. He or she is ultimately responsible for making sure everything gets done. The president should use the position as a leader to encourage others to accomplish tasks.

Duties can include (but not exclusively)

- Serving as the liaison between the team and the coach.
- Informing team officers and members of all information pertaining to club sports.
- Assuring that the team is complying with the rules and regulations of South Arkansas Community College.
- Presiding over team meetings.
- Overseeing the team's budget and facility requests (both practice and competitions).
- Holding elections as stipulated in the team's constitution.
- Recruiting new members for the team.

### **Vice President**

It is the Vice President's job to work with the other officers to ensure that the team's tasks are getting done and goals are met.

Duties can include (but not exclusively)

- Working closely with the president in coordinating organization activities.
- Presiding over team meetings and business during the president's absence.
- Assuming all duties of the president in the event the president cannot complete his/her term.
- Assuring that the team has a representative at each Club Sports Council Meeting.
- Familiarize new officers with the routines and guidelines for team operation.
- *All of the president's responsibilities*

## **Secretary**

Duties can include (but not exclusively)

- Conducting correspondence for the team.
- Keeping Emergency Contact forms at all team functions.
- Verifying that all required paperwork is on file and up-to-date.
- Possessing extra (blank) copies of the required medical and injury report forms.
- Updating the team roster as necessary.
- Circulating publicity information about the team that is overseen by the Communication and Marketing Department of the college.

## **Treasurer**

Duties can include (but not exclusively):

- Keeping budget and account records up-to-date.
- Collecting dues.
- Maintaining documentation of expenditures and receipts.
- Working with officers in budget preparation and submittal.
- Overseeing fund-raising activities.
- Assuring that the team's financial obligations are being met.

## **Coach**

Coaching duties can include (but not exclusively):

- Planning the season (i.e., conditioning, training, and competition).
- Running practice (i.e., warm-up, drills, scrimmage, training routes, etc.).
- Making player decisions (i.e., who starts, who substitutes in, etc.).

The coach should allow the other officers to manage the team, collect dues, schedule games, keep up on paperwork, raise funds, etc. Coaches should focus on the physical aspects of their sport, rather than the business of the club.

## **South Arkansas Community College**

### **Competitive Shooting Club Rules**

- Treat every firearm as if it were loaded.
- Keep the muzzle pointed in a safe direction.
- Never point a firearm in fun or jest.
- Keep your fingers off the trigger. Don't rely on your firearm's safety device.
- Always wear eye and ear protection.
- Know your target and what is beyond it.
- Keep the firearm unloaded when not in use.
- Firearms must be shot from the firing line only and nowhere else.
- All guns carried on or about the shooting grounds must be held in a position of safety, with the breach open and unloaded at all times.
- Carry the firearm so that you can control the barrel even if you stumble.
- Load your gun with the right ammunition.
- Know the firearm you are using.
- Shooting on the grounds at any place, other than at a legitimate target, is prohibited.
- All shooters are Safety Officers because safety is your responsibility, not someone else's!
  
- Only one shooting discipline is shot on the range at any one time.
  
- Pistols, rifles, and shotguns must be shot at separate times and not together at any one time. When pistol shooters are shooting, rifle shooters must stop, and vice versa. Shotgun shooters cannot shoot when rifle or pistol shooters are shooting on the range.
- Shooters must shoot down range only, in the assigned lane, and at the assigned target and nothing else.
- Cross firing is strictly prohibited. (Firing across your assigned lane as opposed to down the line).
- Only the Range Master (RM) or assigned Safety Officer (SO) can call to close the range to allow for scoring and or a target change.
- The Range Master or Safety Officer must call for all shooters to unload and clear their weapons before the range is closed for scoring [and or] for a target change. The RM or SO must check to ensure all guns on the firing line are unloaded, clear, and safe.
- All non-shooters must wait in the assigned staging area. Non-shooters are prohibited from stepping onto the firing line with active shooters.
- The shooting of wildlife or stray animals on the range is prohibited.
- The Range Master or Safety Officer must caution any individual breaking range rules, and if deemed necessary, remove the individual(s) off the range.

Proper covered footwear is required: No bare feet, no thongs or flip flops, and no open toe sandals.