

# WHARTON COUNTY JUNIOR COLLEGE STUDENT LIFE



## Club Manual





## Department of Student Life

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Wharton County Junior College is made up of four campuses in both Wharton and Fort Bend counties. With a total enrollment of about 5,500, the Student Life Office provides co-curricular programming, leadership development, and support to student clubs and organizations.

This manual serves as the basic guide for forming and managing student organizations, planning events, managing club finances and travel. It also provides policies and procedures clubs should follow throughout the academic year.

## General Information

### What is a club or organization?

A club is a student organization developed by a group of like-minded people, who have the same academic, emotional, social and/or political interests. This student-based organization will be officially recognized by WCJC once it has met all requirements of the Student Life Office.

### Why have a club?

Clubs and student organizations are developed to create leadership opportunities and to provide engagement opportunities for students.

### What are the benefits of having a club?

The benefits of having a club are the ability to have an organization account, ability to apply for funding through Student Senate, ability to sponsor activities on campus, ability to post flyers and banners to promote the club and any club events, use of the Student Life Office for calls pertaining to official club business, use of club mailbox, and use of meeting rooms.

## Creating a New Club

In order to be recognized on campus, a club must meet chartering requirements. Chartering a club requires that the student organization provide the Student Life Office with:

- **Application for Recognition** - This is the basic information on your club, the name of the club, as well as the officers/members and contact information.

- **Officer Information** - This is the group that will serve and represent the club and sign all financial transactions. All clubs need a President and a Treasurer. The President and the Treasurer cannot be the same person.
- **Advisor Agreement** – All clubs must have an advisor, who is a full-time faculty or staff member employed at WCJC. The advisor will advise the club and make sure they are following all appropriate policies and procedures. A club may have several advisors so that meetings and activities may still occur in case the primary advisor cannot attend.
- **Certification of Compliance** – A statement that the organization will comply with Title IX, Federal and State laws/regulations and will file their constitution and by-laws with the Student Life Office. It is also a statement that all required forms have been read and that all information provided is correct.
- **Club Constitution and By-Laws** – A club constitution and by-laws are the governing documents of the club. The constitution explains the purpose of the club, duties of officers, qualifications of membership, parliamentary procedures, and meeting expectations, and the bylaws are the rules set by the organization so that it can regulate itself. They ensure that there are certain standard and practices that must be maintained regardless of who is in charge. (sample club constitutions and bylaws are available in the Student Life office.)

## Annual Club Renewal

In order to remain active, a club must re-charter or renew every year. The following requirements must be met:

- Submit the Club Application form to the Student Life Office.
- Submit Club Constitution to the Student Life Office, if any changes were made.

## Club Advisor

To be a chartered club by the Student Life Office, your club will need one Primary advisor. In order to be a club advisor, he/she must meet these requirements:

- The Primary Advisor must be a full-time employee of WCJC. Additional advisors can be part-time employees of WCJC.
- All advisors must participate in Risk Management Training, hosted annually.

The American College Personnel Association (ACPA) Advisor's Manual outlines some key roles for advisor:

- **Mentor** - Many students will come to see their advisor as a mentor. The success of these relationships can last many years and prove to be very rewarding for both student and advisor. To be effective in this capacity, you will need to be knowledgeable of their academic program and profession, interested in personal and professional development of new professionals and willing to connect students to a network of professionals.

- **Team Builder** - When new officers are elected or new members join the organization, you may need to take the initiative in transforming the students from individuals with separate goals and expectations into a team. To do this, you will likely need to conduct a workshop or retreat. Training students in effective team-building techniques will keep them invested in the organization.
- **Conflict Mediator** - Inevitably, students who join the organization with different agendas, goals and ideas about how things should function and what direction they should be taking. When working with students who have come into conflict, you may need to meet with them and have them discuss their issues with each other. In all cases, it requires honest feedback from the advisor to the students.
- **Reflective Agent** - One of the most essential components to learning in “out of classroom” activities is providing time for students to reflect on how and what they are doing. As an advisor, encourage your officers to talk to you about how they think they are performing, their strengths and their weaknesses. Students look to advisors for constructive and honest feedback.
- **Educator** - As an advisor, you will have an important role to play in modeling behavior, guiding the students to reflect on actions, and being there to answer questions. Sometimes your role is to do nothing at all, which can be one of the hardest things to do.
- **Policy Interpreter** - For student organizations to operate, they must understand policies, procedures and rules. At times, students may not be aware of these policies and they will do things in an inappropriate manner. The more you know about these policies, the more effective you will be in your advising.

## Hosting Activities on Campus

Campus clubs host activities, club meetings, and other events throughout the semester.

Clubs are responsible for making room reservations for meetings and events through their advisors. If clubs need assistance reserving rooms, contact the Student Life office.

Meeting space is available in the Pioneer Student Center, on a reservation basis, for club meetings. Email [Salasm@wcjc.edu](mailto:Salasm@wcjc.edu) to reserve space in the PSC.

To have your event or meeting posted in the weekly Campus Announcements email that goes out to all students, send your brief announcement to [McPhersonL@wcjc.edu](mailto:McPhersonL@wcjc.edu) by noon on Friday, for it to be included in the Monday morning announcement. It is recommended you submit it at least two weeks before your event to give ample time to advertise.

All flyers must be approved and stamped by the Student Life office before they are hung around campus. Clubs are responsible for all advertisements for their programs and

events. Flyers can be stamped at the Pioneer Student Center on the second floor at the Wharton Campus. Flyers and marketing at the Richmond and Sugar Land campuses must also be approved by the Director of Fort Bend Campuses. Clubs are responsible for removing flyers after the meeting/event has ended.

All off-campus activities and fundraising events must be approved by the Student Life office.

## Off-Campus Activities

An Off-Campus Activities request form must be submitted for approval at least 2 weeks prior to the activity's desired date, although depending on the type of travel, you may consider getting approval much earlier than two weeks. It is important for the safety, enjoyment and success of off-campus events that the appropriate steps below be followed. Remember, students participating in off campus activities are representing the College and should abide by College policies and student code of conduct at all times.

### **Step 1: Off-Campus Activity Request Form**

The form must include the complete address of where the event is to take place. You are also required to attach additional forms depending upon the event. This form is located on the WCJC intranet by selecting college forms and scrolling to the student services tab.

### **Step 2: Transportation Request Form**

This form must be completed if the group is requesting the use of College vehicles or rental vehicles (including buses). Advisors need to complete this form and obtain the appropriate signatures. Clubs using College vehicles or rented vehicles assume responsibility for any damage that may occur when vehicle is in use by the named club. Clubs are responsible for cancelling their reservations, if needed, and are responsible for any charges incurred due to late or no cancellation.

### **Step 3: Student Travel Form<sup>1</sup>**

Must be completed by the club advisor and list all students traveling. The forms must be retained by the advisor/chaperone for the duration of the event. Copies will be retained in the Student Life Office.

### **Step 4: Student Travel Participation Form**

All students participating in the off-campus activity must complete a form. The forms must be retained by the advisor/chaperone for the duration of the event. Copies will be retained in the Student Life Office.

### **Step 5: Release of Liability Form and Personal Automobile Liability Form**

If participants use their personal vehicles for transportation, they must complete this form prior to the start of the activity.

### **Step 6: Secure Reservations**

If the activity requires airplane, hotel, or vehicle reservations, your club advisor should work with the Student Life office to make reservations.

## Accessing Funds

In order to access funding, a club must be recognized by the WCJC Student Life Office. Below are descriptions and procedures for accessing these funds.

**Step 1:** Bring an original receipt/invoice and check request form to the Student Life Office for an authorized event (see instructions below for completing a check request form). Make sure the Club Advisor, President and Treasurer sign the form.

**Step 2:** The check request will be approved and signed by the Director of Student Life.

**Step 3:** The check request will then be forwarded to the Business Office. The disbursement will be available approximately 5 business days from this time.

Note - Receipts are due 14 working days following the conclusion of the event, trip or activity. The original receipts are due to the Student Life Office, and clubs are responsible to retain copies for their records.

Funds from this account will be released only for appropriate expenditures and authorized activities.

### How to Fill Out Check Request Form

**Name** - Write or print clearly. This is to whom the check is to be made out to, individual name, company, or account name.

**Address** - Please include complete address (city, state, zip) if check is to be mailed.

**Account Number/Name** - Name such as business support, campus activities, club name, or account number.

**Description** - Reason for check. A reimbursement of, a purchase of, an advance for something. Be as descriptive as possible. Please do not leave blank.

**Total** - If there are several items, please list, and then total.

**Authorized Signers** - Each requisition must have two signatures and one must be the advisor.

**Payment for Service** - If an individual or group is being paid for a service (such as a band performance), the individual or group must be in the WCJC vendor system prior to service being rendered, or check/payment will not be released/processed.

**Receipts** - All requisitions require a receipt. This includes cash requisitions. If it is not received within a reasonable time, a hold will be placed on that account or person for all future requisitions.

## Managing Funds

All monetary actions of any kind must be processed through Wharton County Junior College Student Life Office and Student Organization accounts through the business office. Once all needed documentation is received, clubs are approved, and risk management training is complete, a club account will be requested by the Director of Student Life.

Any and all funds raised by student organizations in any capacity must be deposited to the organization's account within one business day. All money transactions, including all payments of any kind, must be processed through the Student Life Office. Everyone involved in handling money requires the protection of an official paper trail which evidences exactly how funds were handled. This is required by the college auditors. There are absolutely no exceptions of to these requirements. Fund expenditures for reimbursement require submittal of original receipts with the duly approved requisition form. No student organization may raise funds, or receive funds, without first establishing an account with the Student Life Office and Business Office.

## Fundraising Procedures

Fundraising activities shall be conducted as follows:

1. Submit Fundraiser Approval Form to Student Life. Your request must be approved by Student Life before the event/fundraiser can take place.
2. A fully approved requisition for "starting cash" can be submitted to Student Life, if needed for event.
3. WCJC cash handling policies/procedures must be followed.
4. At the end of the event day, the deposit shall be fully completed to show the numbers and types of items sold and the cash received and it shall be signed by the student responsible for the cash and a witness. Funds must be deposited within one business day.
5. The funds shall be placed in a secure location during course of event. The cash box, and all such items shall be submitted to Student Life Office prior to the close of business on that same day. Students involved in fundraisers are responsible for closing down the sales in time to complete the deposit process and submit all required items to Student Life Office.

## Financial Report

Each club will be required to submit a financial report at the end of each semester detailing any deposits or withdrawals from the club account. Deadline for submissions is the last day of each semester for both the fall and the spring. The financial reporting form can be found on the Campus Life page under club documents.

Exceptions to any of the procedures above the must be approved by the Director of Student Life.

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