



**Student Senate
2019 - 2020
Club & Organization Handbook
Student Senate By-Laws &
Constitution**

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Introduction

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

Any questions or concerns regarding the contents of this handbook should be directed to Jamarco Clark, Director of Student Life or Bruce Dickerson, Student Senate Advisor on the Centerville campus.

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

If you have questions or complaints related to compliance with this policy, please contact Zeke Flick, Director of Human Resources, 525 Grandview Ave, Ottumwa, IA 52501, 683-5282; Dr. Brett Monaghan, Executive Dean, Student Development & Athletics (students), 683-5207; Darlas Shockley, Executive Dean, Arts & Sciences (students with disabilities), 683-5174; U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730- 1576.

Student Activities Staff

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Indian Hills Student Clubs & Organizations

Student Senate (Ottumwa)	Jamarco Clark
Student Senate (Centerville)	Bruce Dickerson
The Academy	Beverly Bethune
Active Minds at IHCC	Beverly Bethune
Allies for Equality	Janene Sheldon
Automotive Tech Club	Andy Summer
Art Club	Mark McWhorter
Business Professionals Club	Diane Darland
CLS Club	Tiffany Anderson
Computer Club	Kevin Throckmorton
Criminal Justice Club	Tim King
Culinary Arts	Mark Fisher
Drama Club	Jennifer Boyenga
Dental Defenders	Stephanie Klennk
Diesel Club	Richard Johnson
Early Childhood Education	Barbara Lisk
Electrical & Renewable Energy Club	JP Jones
EMS Club	Ronda Lamb
Etech Club	Seth Richmond
Horticulture Club	Neric Smith
HOSA	Andrea Fowler
Indian Hills Aerospace Club	Richard D. Brauhn II
International Student Organization	Morgan McCleary
Laser Optics Club	Micheal Shay
LULAC (League of United Latin American Citizens)	Edith Cabrera- Tello
OTA Club	Lorri Swarney
Poetry/Creative Writing Club	Joy Lyle
PTA Club	Lori Kielkopf
Robotics Club	Jacob Ridge
Science Club	Lee Wymore
Scrub Club	Tracey Clawson
Skeleton Crew	Amanda Beane
Smile Squad	Kim Brown

Indian Hills Community College Student Senate By-Laws & Constitution

Article I – Name

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

Article II – Purpose and Governance

Section 1: Purpose

The purpose of the Indian Hills Community College Student Senate shall be to serve as a forum for student opinion, to appropriate funds to various student clubs and organizations, to plan and implement student activities and programs for the student body as a whole, to provide leadership opportunities for the student body, and to work cooperatively with the administration, faculty and staff on matters pertaining to student well-being. The student senate shall be the representative organization of the student body at large.

Section 2: Governance of Student Senate

The governance of the Student Senate shall be as follows: Final responsibility for the senate and senate activities rests with the Executive Cabinet and the president of the college. The senate shall serve under the executive dean for athletics and student development, the director of student life, and the area coordinator for student development advisor.

Article III- Membership

Section 1: The student body shall consist of students enrolled at Indian Hills Community College.

Section 2: Membership in the senate shall consist of the officers of the student body and one representative from each student club or organization officially recognized by the administration. Each member of the senate shall have one vote, with the exception of the president, who shall vote only in case of a tie.

Section 3: Any executive board officer who is absent from two consecutive senate executive board meetings will be removed from office.

Section 4: All approved clubs shall send a representative to all student senate meetings. If an approved club is not represented at one or more meetings, that club shall be denied voting rights for the next two meetings. The club must be represented at two consecutive meetings without voting right before its voting rights are restored.

Article IV - Senate Officers

Section 1: The officers of the Senate shall be a president, vice-president, secretary, communications chair, and student activity board chair.

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

Section 3: The Officers shall be elected, by a student vote, on the 1st Wednesday of April, depending on school calendar, to serve a one year term and/or until their successors are elected. Their term of office shall begin upon adjournment of the annual meeting.

Section 4: No person shall hold office if they are not a full-time student, in good standing and maintaining a 2.5 GPA at Indian Hills Community College Ottumwa/Centerville Campuses, and no person shall hold more than one office at a time

Section 5: In the instance that there are not interested candidates to run for elected student senate positions. The Director of Student Life reserves the right to appoint students to serve in the student senate officer's positions.

Article V - Meetings

Section 1: All Indian Hills students retain their rights to attend General Body meetings and express ideas and concerns, but shall not have voting privileges in any matter before the General Body, unless they are a club representative or on the Executive Board.

Section 2: The General Body of the senate shall meet at least eight times each academic calendar year at a regular time prescribed by the student senate advisor.

Section 3: A regular meeting of the General Assembly shall be held once a month, unless the Senate orders otherwise in advance.

Section 4: A regular meeting of the Executive Board shall be held twice a month, unless the Senate orders otherwise in advance.

Section 5: An annual meeting shall be held once a school year to introduce new officers, receive annual reports, and conduct any other business that may arise.

Section 6: A special meeting may be held upon the call of the Senate advisor, president or upon the written request of twenty full-time students at Indian Hills Community College. The purpose of the meeting shall be set forth in the notice.

Section 7: No notice shall be necessary for a regular meeting except the annual meeting, which shall require notice of at least twenty-five days. Notice of a special meeting shall be given at least 48-hour notice in advance.

Section 8: A quorum shall consist of the Senate advisor, two officers, and five senators.

Article VI: Clubs

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

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

Article VII: Parliamentary Authority

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

Article VIII: Amendment

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

Article IX: Other Material

Procedures for Recognition and Organization

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

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

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

Privileges of Official Recognition

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

Procedures for Recognition

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

1. Present a petition, initiated by students in good standing at Indian Hills Community College, to the Student Senate for recognition. The petition shall include:
 - a. The name of the organization.
 - b. The purpose of the organization.
 - c. A copy of the group's by-laws and constitution.
 - d. The name of the club advisor (must be a member of the IHCC staff).
 - e. The name of at least 5 group members (must be IHCC students in good standing)
 - f. Information regarding national, state, or local affiliations with any group not connected with Indian Hills Community College.
2. Club advisors and officers will sign a statement agreeing to abide by the rules and regulations of Indian Hills Community College and the Student Senate. Statements are available from the Student Senate Advisor.
3. If recognition is granted, any amendments to or changes in its constitution, by-laws, or club adviser must be submitted to the Student Senate.

Please refer to Guidelines for Creating a New Student Club or Organization on page 10

Financial Operation

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

any purchases. The club advisor, in coordination with the appropriate club officer, will initiate the purchase process within the appropriate college department.

For any additional funding request please complete the form below:

[Student Senate Funds Request Form](#)

Annual Reports

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

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

Please complete the form attached below:

[Student Senate Club Information Form](#)

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

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

Please complete the form attached below:

[Student Senate Annual Report Form](#)

Student Conduct at School Sanctioned Events and Activities

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

Revoking Recognition

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

Distribution of Student Senate Funds

At the beginning of each school year each club who has submitted their annual report for the previous year by the June 1 deadline is eligible for an initial disbursement of \$500 from the senate after submission of the [Student Senate Club Information Form](#) which is due by October 1st of the year of distribution.

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

Gambling Regulations in Regards to Fundraising

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

1. The event or activity must be brought before Student Senate executive board two weeks prior to the event.
2. Advisor must contact Student Senate Advisor for details and clarification.
3. All money raised and funds must be submitted into Business Office within 2 days to end of activity. State tax will be taken out at that time.
4. Net gross must be reported to Student Senate Advisor.

Guidelines for Creating a New Student Club or Organization

1. All clubs and organization at Indian Hills must be created by students and are student run clubs/organizations.
2. The student interested in starting the club/organization must complete the New Student Club proposal form that is located on the Student Senate website.
 - a. The student is required to submit the following information on this form:
 - i. Name of the club/organization
 - ii. The goals and objectives of the club/organization
 - iii. Brief purpose of club/organization
 - iv. Name and contact of at least one member
 - v. Signatures and student ID #s from a total of four students interested in starting the club/organization
 - vi. Name and contact information of faculty advisor
3. The student must create a constitution for the proposed club/organization. A constitution template will be provided to the student upon submission of the New Student Club proposal form.
4. The student must submit the constitution and New Student Club form to the Area Coordinator for Student Development. After completing this step, the student should schedule a meeting with Area Coordinator for Student Development to further discuss the club/organization.
5. The Area Coordinator will review the constitution to ensure that the document is complete. If there are any mistakes or missing information, the Area Coordinator will return the document to the student to make appropriate changes. The student will re-submit any necessary changes to the Area Coordinator.

6. The Area Coordinator will discuss the proposal with the Director of Student Life. The proposal will be approved or denied.
7. Regardless of whether the proposal is denied or approved, the Area Coordinator will inform the student of the decision.
8. If the proposal is approved, the club/organization information will then be passed to Student Senate for a vote of approval during the next general assembly date.

Please complete the form attached below:

[Application for Club/Organization at Indian Hills Community College](#)

Advisor Information

Philosophy

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

- being a mentor for students
- assisting in the planning and evaluation of programs and events
- help students assess their weaknesses and strengths through team building and leadership assessment exercises
- teaching the Indian Hills policies and procedures

Expectations

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

1. Advisors agree to serve only if he/she is willing to participate with the organization.
2. Understanding the organization, its purpose, and its goals is a primary obligation of any advisor. He/she helps the organization evaluate its purpose and goals.
3. Advisors develop a close working relationship with the officers and as many members as possible.
4. Advisor gives attention to the interactions within the group, be available for issues from members about functions of the group, and serve as negotiator if necessary.
5. Advisors inform the group if they are not receiving notices of meetings minutes, or materials.
6. An advisor explains his/her level of satisfaction with anything the group is doing or proposing to do.
7. An advisor must recognize that the individual resources and potential of a group are important. Helping members voice opinions and to make decisions is one of the most important services he/she can research.
8. An advisor can help identify resources outside the group, college, or community. He/she should be sensitive to opportunities that may help the organization become more productive and effective.
9. Advisors generally have had experiences that will allow them to make recommendations. Whatever skills they may possess, they should make available to the group and serve as continuity from year to year.
10. Advisors make themselves available to counsel with officers or members of the groups to help them with personal situations, as well as problems that may arise during activities of the organization.
11. Advisors provide assistance, but not allow the organization to become dependent.

12. Advisors should be aware of college policies regarding student travel, student conduct, and purchasing. They should also help the organization to understand limits, restrictions, and avenues for achieving its objectives.
13. Advisors accompany groups when attending meetings, conferences, conventions, or any other activity where the organization is representing the college