



Student-Led Organization Manual 2021-2022

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Introduction

Vision: The Office of Student Life strives to develop student leaders and transform the college experience.

Mission Statement: The Office of Student Life is dedicated to creating a sense of belonging for students through inclusive engagement, leadership, and service opportunities designed to enhance the college experience. Student Life commits to building collaborative relationships within CCA and the Aurora community to increase servingness and success for students.

Value Statements

Collaboration: we provide high quality programs, activities, and learning opportunities through active partnerships with departments, organizations and the community

Community: we strive to build meaningful relationships that foster belonging and connection to the college and greater Aurora area

Inclusive Excellence: we are committed to equity, diversity and inclusion efforts that support the student and their lived experiences

Personal Growth and Development: we understand the importance of meeting students where they are, while also providing opportunities for them to grow through ongoing personal and professional development

Our Locations

CentreTech Campus: Student Center, 1st floor, #102

Lowry Campus: West Quad, Building 903, 1st floor, #110

Person	Position	Phone Number	Email
Sydney Pedregon	Director	303-360-4729	sydney.pedregon@ccaaurora.edu
Jordan Moore	Assistant Director	303-340-7501	Jordan.Moore@ccaaurora.edu

Purpose Statement & Alignment with CCA

Student-Led Organizations (SLOs) offer a wide range of opportunities for students to get involved! Our student organizations are responsible for many of the programs and events held on campus each year including social events, lectures, special events, cultural events, and conferences. Our SLOs help create a welcoming, vibrant campus environment. Most importantly, they offer you an opportunity to get involved.

Community College of Aurora Mission Statement:

The Community College of Aurora serves our diverse community by providing high quality instruction and support services to prepare students for transfer and employment.

Community College of Aurora Values:

Respect, Collaboration, Quality, Access, Diversity, Inclusion

Institutional Outcomes

Career & Transfer Readiness

Career and transfer readiness is the ability to adapt, commit to lifelong learning, and demonstrate knowledge and skills applicable in a global economy for successful transition into the workplace or continued coursework.

Communication

Communication is the ability to effectively express, impart, or exchange feelings, thoughts, opinions, and information both orally and in writing.

Critical Thinking

Critical thinking is the ability to analyze and evaluate information, evidence, arguments, and theories from multiple perspectives for use in the development of an opinion or conclusion.

Cultural Competence

Cultural competence is the ability to demonstrate awareness and integration of an intentional valuing of cultural differences and experiences in our decisions and interactions with all.

COVID-19 Clause

Community College of Aurora and the State of Colorado has been impacted in many different ways within the year of 2020 by COVID-19. Through this impact, the Office of Student Life at Community College of Aurora has created required regulations for student organizations for the Fall of 2020 and until further notice. These regulations were created for the safety of our students as well as for our staff.

UPDATED 7/14/2021

Recommended Regulations

1. Student Led Organizations (SLO's) have the option to host meetings in person or virtually.
 - a. If student's need support to schedule a Webex or Zoom meeting, please reach out to Sydney Pedregon, sydney.pedregon@ccaaurora.edu or you can reach out to Jordan Moore, Jordan.moore@ccaaurora.edu.
2. Student Government Association will not approve funding for Student Led Organizational Travel until further notice
3. All SLO events must have a safety plan attached to the programming budget and information.
4. The Office of Student Life reserves the right to deny room reservation requests if it interferes with safe COVID-19 suggestions

Organization Recognition, Requirements, and Responsibilities

Becoming an officially recognized student organization at Community College of Aurora is easy. Simply complete the following four steps. Stop by the Office of Student Life if you need help or have questions or visit <https://www.ccaurora.edu/students/student-life/active-slo-form>

Easy Steps for Recognition as a Student Organization

5. Elect organization offices (president and financial officer). Choose a student organization advisor (CCA staff or faculty, must be full time).
6. You must have at least 3 members in you organization and at least two must be officers. Each member should be listed on your roster.
7. Create an officer and member roster
8. Create and keep an updated constitution
9. Submit an official Active SLO Form each semester
<https://www.ccaurora.edu/students/student-life/active-slo-form>
10. Attend a student organization training and orientation (this will be communicated to you by the Office of Student Life) each semester. During the student organization training and orientation, the Student Life staff will review all the resources, support and assistance available for organizations. Contact the Office of Student Life at 303-340-7525 for more information.

General Requirements for Official Recognition

Membership in an organization shall be open to all regardless of race, color, creed, national origin, religion, sex, sexual orientation, age or disability.

All organization members must adhere to the Community College of Aurora Student Code of Conduct and Colorado Community College System rules, policies and procedures.

Officer Requirements and Responsibilities

Each student organization is required to elect at least two student officers who will perform the duties of a president and a financial officer. These officers provide leadership and guidance for the organization's members. In addition, organization officers will serve as liaison between the organization and the Office of Student Life and within the campus community.

Organization officers

1. Must maintain a semester and cumulative grade point average of 2.5 or above
 - a. GPA will be examined and assessed at a case by case basis
2. Enroll in at least 6 credits per semester at Community College of Aurora
3. Remain in good standing with the Community College of Aurora (i.e. Academic Affairs, Student Conduct Office, etc.)

Recognition Maintenance

Once the student organization receives official recognition, that status is good for an entire academic year (fall, spring, summer). The organization must also maintain recognition status by meeting the following guidelines:

1. Minimum of two officer positions (president and financial officer). The officers must be active in the positions and the positions must be continuously filled.
2. Advisor (CCA faculty, instructor, or staff) must be active in the position and the position must be continuously filled. If the advisor position is unfilled at any time during the academic year, the organization officers have 15 business days to fill the position. If an advisor is not in place within the 15 business days, official recognition for the organization is on hold until a new advisor is in place. All privileges will be suspended during the time of advisor vacancy, unless arrangements are made with Student Life.
3. Complete one organization training per year (officers and advisor) must attend.
4. Participate in two Student Life activities per semester (officers and members).
 - a. Notice
 - b. is given to Student Life through email and verified through Student Life's sign-in process
5. Organizations whose officers and advisors fail to attend the mandatory organization trainings or submit the required paperwork by the deadline or commit a CCCCS Student Code of Conduct violation will NOT receive official recognition. The Director of Student Life will send a written notification to the organization's officers. The organization may appeal the decision.

Student Government Association

The Student Government Association (SGA), funded by student fees, represents the student body and serves as a liaison between the faculty, administration, and the student body in areas of mutual interest. The Student Government Association serves as the chief representative body of CCA students, promotes student leadership and college spirit, assists in overseeing student student-led organizations, provides a forum for discussion between students and administration, and gives students a representative voice in college affairs.

The purpose of this Student Government Association is to:

1. Provide a means of organized student expression in CCA affairs, activities, CCCS policies and CCA procedures
2. Promote the rights of the students
3. Keep the student body informed of relevant issues
4. Maintain a positive relationship between the student body and faculty, staff, administration, and the local community
5. Provide a venue to run educational experiences outside the traditional classroom setting

6. Support Student-Led Organizations
7. Serve as the chief representative body of students at CCA

Student-Led Organizations and student involvement in Student-Led Organizations are an essential way SGA demonstrates support for student voice. Think of your Student-led Organizations as an extension of SGA.

Student Government hosts an open general meeting biweekly. This is a venue to raise awareness of issues affecting students, make suggestions regarding programs/events, ask questions, or just observe. If you are interesting in participating in the Student Government Association, or would like more information about the open general meetings, please email SGA.CCAurora@gmail.com. You can also stop by the Office of Student Life at either campus.

Organizations Eligible for Recognition & Funding

1. **Academic and Pre-Professional:** The primary purpose of the organization is centered within an academic department or program at CCA and may have a national affiliation (e.g., honorary organization).
2. **Cultural:** The primary purpose of the organization is to educate CCA students and the CCA community about customary beliefs, social norms, and traits of a racial, ethnic, or social group.
3. **Service:** The primary purpose of the organization is to provide a learning opportunity for students interested in community service and volunteering for the local and College community.
4. **Sports/Recreation:** The primary purpose of membership is to participate in, or educate members about, a sport or physical activity.
5. **International:** The primary purpose of the organization is to educate CCA students and the CCA community about the beliefs, social norms, and traits of a country.
6. **Political:** Any organization whose primary purpose and activities are to support or oppose any political party, a ballot measure or a drive to put an issue on the ballot; or support a candidate or group of candidates formally running in any election for national, state, local or campus office. Its purpose and activities also may support or oppose a political cause or viewpoints. It may have a national affiliation with a parent organization whose primary purpose is political.
7. **Faith/Spiritual:** The organization whose primary purpose and activities are worship, devotion, prayer, meditation, or study of religious concepts, or requires membership affiliation or shared beliefs with a group generally recognized as a religion, or to further or oppose a religious ideology. It may have a national affiliation with an organization whose primary purpose is religious.
8. **Special Interest:** A student organization with the purpose of providing a place for members to discuss issues relevant to them, express their interest in a given subject, serve as a support group for students on campus or as representatives of a group off

campus, or act toward the advancement of social interests that affect both the College and the community at large.

Regulations

Rules, Policies, and Procedures

Any behavior or activity that interferes with or disrupts the normal activities of the College or the rights of others is subject to regulation. Student-Led Organizations must abide by all CCA, Colorado Community College System, and State rules, policies and procedures, and Student Life will communicate with the Office of Student Conduct & Intervention on matters if applicable. It is expected that students be aware of the rules, policies, and procedures. More information can be found by visiting the Student Handbook: <http://www.ccaurora.edu/about-cca/campus-life/student-handbook>. If you have any questions, please contact the Office of Student Life at 303-360-4726.

Membership

1. Restrictions to membership in an organization shall never be based on race, color, creed, age, socio-economic status, gender, or sexual orientation.
2. Membership is limited to students currently enrolled at CCA, including concurrent enrollment students.
3. There shall be no rituals or procedures which exclude a student from Student-Led Organization membership if the student desires to be in the organization, provided the student meets the criteria for membership specified in the constitution.
4. All Student-Led Organizations must have at least 3 active members each semester. Student-Led Organization members must be enrolled in at least one class. Organization officers must be enrolled in at least 6 credit hours. Membership to each individual organization will be defined by individual constitutions.
5. Only active student organization members should represent the organization at college and organization functions, events, recruiting, etc.

Communications

1. All officially recognized Student-Led Organizations must post notices of meetings in a timely manner, as well as remove notices in a timely manner.
2. Student-Led Organizations must create and keep on file at The Office of Student Life constitution/bylaws which shall govern the operation of the organization.

Financial

1. Student-Led Organizations may not use funds for alcohol or other contraband.
2. Student-Led Organizations may not hold a financial account or keep petty cash in any other location other than through the Community College of Aurora.
3. It is illegal to sell merchandise on state property other than for the purpose of fundraising. Therefore, those Student-Led Organizations that reserve space in the CentreTech lobby or Lowry campus for retailers must do so for the express purpose of fundraising for the organization.

Conduct

All student organization members must adhere to the Colorado Community College of System Student Code of Conduct (www.ccaurora.edu/students/student-right-know/code-of-conduct/student-code), and the Colorado Community College Board and System policies and procedures (<https://www.cccs.edu/about-cccs/state-board/policies-and-procedures/>)

Suspension and Appeals Process

Student-Led Organization Suspension

The Office of Student Life reserves the right to suspend any student from an organization, or Student-Led Organization whose conduct is not in accordance with the rules set forth in this manual, the standards of conduct as specified by the College, or the policies of Colorado Community Colleges System. A suspended Student-Led Organization or student no longer has access to funds, space reservations, equipment rental, or any other such privileges. Student-Led Organizations and students have the right to appeal suspensions through the appeals process.

The Office of Student Life will present the organization and advisor with a letter that states the exact nature of the violation and a recommendation for a course of action and timeline for the organization to correct the problem. If the problem is not corrected within 30 days, the Office of Student Life will suspend the organization.

The following circumstances are examples:

1. Official status may be suspended if the organization does not fulfill its required steps for maintaining official club status.
2. Official status may be suspended if the organization does not adhere to the policies and procedures outlined in the SLO manual
3. Official status may be suspended if the club or club members violate the Community College of Aurora Student Code of Conduct outlined in the CCA Student Handbook.

Any organization that loses its official status will lose its privileges and will no longer exist as an official organization at the Community College of Aurora. An organization that has been declared suspended must resubmit an Active SLO Form before it can be considered for reinstatement by the Office of Student Life.

Appeals Process

An organization denied official recognition or has been suspended may appeal the decision. The officers and advisor must meet with and submit a written appeal to the Director of Student Life within 15 working days from the date of the official recognition denial. The Director of Student Life will convene an Appeals Board (comprised of Student Government members, students at large and a CCA faculty or staff member). The Appeals Board will hear the organization's appeal within 10 working days from the

receipt of the appeal and make a final decision. **All decisions made by the Appeals Board are final.** An organization where the suspension is up-held may not reapply for recognition for a minimum of one semester following the suspension. Suspended organizations must then reapply for official recognition. This appeal procedure is only in effect for organizations suspended for conduct that violates policies set forth in this handbook, college regulations, or system policies.

Student-Led Organization Expectations

Organization requirements are in place to ensure there is a consistent, manageable, and equitable process for students to succeed. All organizations are expected to comply with the following requirements and failure to do so may result in delayed or no distribution of SGA funds to the organization account. Student-Led Organization are required to:

1. Maintain an updated Constitution and Bylaws and operate in a manner that reflects those documents.
2. Have an advisor and maintain an ongoing relationship with the advisor on organization related activities.
3. Maintain an active membership.
4. Attend and participate in certain events throughout the year, including Student Leader trainings each semester.
5. Plan, coordinate, and implement at least one event each semester that will benefit the students of CCA.
6. Plan, coordinate, implement, and/or participate in at least one community service event.
7. Maintain an accurate budget.
8. Submit necessary reports (see Student-Led Organization Reports below).

Officer Requirements & Responsibilities

1. Organization officers must be current students at the Community College of Aurora, enrolled in at least 3 credit hours.
2. Organization officers must maintain a semester and cumulative grade point average of 2.5 or above. If a student falls below a GPA of 2.5, the student will enter a probationary period until the end of the current semester. If the student's GPA has not returned to a 2.5 or above, the student will be asked to vacate the position. GPA checks will occur every semester.
3. Organization officers must be in good academic and conduct standing with the college.
4. Each Student-Led Organization must have a Treasurer to obtain funding from SGA. Other Officer positions can be the Vice President, Secretary, etc.
5. The President and Treasurer must attend and participate in a Student Leader training provided each semester. Other members are also highly encouraged to attend.

Officer Responsibilities

If you are an officer, or considering a position as an officer, you are a dedicated student who understands the importance of combining academics with other activities to enhance your educational journey. Below are general guidelines of the responsibilities typically associated with the various officer roles. Please remember these are guidelines only. The duties of organization officers will vary depending on the needs of the various organizations or as stipulated in each organization Constitution and Bylaws.

President shall be responsible for all actions of the organization and shall:

1. Act as chairperson at organization meetings,
2. Act as a representative of the organization to internal and external constituents,
3. Work in conjunction with other officers to be sure that all necessary forms are completed and submitted to Student Life and/or SGA in order to form and maintain an official organization,
4. Work in conjunction with the Treasurer to prepare the organization budget,
5. Have authority to authorize expenditures from the organization budget,
6. Maintain a consistent and communicative relationship with the organization Advisor,
7. See that the constitution and bylaws of the organization are up to date and followed,
8. See that the organization as a whole accomplishes its goals and fulfills its responsibilities and purposes,
9. Call special meetings when necessary,
10. Serve as acting Vice President, Treasurer, Secretary, SGA Representative, or other officer positions when the positions are vacant or the students are unable to fulfill their duties, and
11. Assume any additional responsibilities that the constitution, bylaws, or organization may stipulate.

Vice President shall be responsible for all issues and affairs related to the internal workings of the organization and shall:

1. Act as chairman in the absence of or at the request of the President,
2. Be prepared to assume the duties of the President at any time,
3. Maintain channels for students to express opinions, and
4. Assume any additional responsibilities that the constitution, bylaws, or organization may stipulate.

Treasurer shall be responsible for overseeing all funding related to the organization and shall:

1. See that all expenditures of organization funds are in accordance with College, State, and SGA policies, and do not conflict with any budgets approved by SGA,
2. Maintain an up-to-date and accurate account of the organization budget at all times,
3. See that all financial transactions of the organization are executed in a timely fashion,

4. Use his/her signature to represent the organization on all financial documents affecting Student Government Association funds,
5. Communicate regularly with the Director of Student Life involving financial activity,
6. Assume any additional responsibilities that the constitution, bylaws, or organization may stipulate.

Secretary shall be responsible for maintaining all organization records and shall:

1. Record the minutes of all meetings of the organization,
2. See that all minutes, agendas, and related materials are available to all organization members and CCA students early enough to review materials for the meeting to which the materials pertain,
3. Email agenda, minutes, and sign-in sheets for each organization meeting to Student Life
4. Set the calendar of regular organization meetings for each academic semester and make that calendar available to all officers, advisors, students, faculty, staff, and SGA representatives at least one week before the first meeting of each academic semester,
5. Make copies of the current Constitution and Bylaws available to organization members and CCA students if requested,
6. Maintain a file of actions and resolutions approved by the organization and SGA,
7. Maintain attendance records,
8. Maintain roster of members, and
9. Assume any additional responsibilities that the constitution, bylaws, or organization may stipulate.

Reports

As a way to support the diverse needs of all Student-Led Organizations, The Office of Student Life asks for specific reports that will help the staff better understand the unique activities and functions of your organization.

1. Each semester, Student-Led Organizations are responsible for completing and submitting an Active SLO form. This form provides important, updated information about your organization.
2. The treasurer of the organization is responsible for communicating all financial requests, fundraising activities, and record keeping with the Office of Student Life and SGA.

Advisor Responsibilities

An Advisor provides support and guidance to officers and members of the Student-Led Organizations. Advisors are student advocates who understand the diverse needs of students and who want students to succeed both inside and outside of the classroom.

Who Can Be an Advisor

1. Any full-time and/or permanent member of CCA's faculty, administration, or staff.

Advisor Responsibilities

1. Serve as a liaison between students and CCA.
2. Provide support to officers in their organization role and through the education process.
3. Have an understanding of Student Affairs functions and processes.
4. Empower students to take ownership of their learning process while providing guidance relating to organization purpose, programs, plans, and direction.
5. Provide continuity and help students understand how to implement programs consistent with the mission of the organization and the educational goals and policies of CCA.
6. Be knowledgeable about CCA and the Colorado Community College System policies and procedures.
7. Regularly attend and have a healthy involvement in organization meetings and functions.
8. Be aware of the organization's financial status and regularly review, with Treasurer, organization budget and expenditures.
9. Be available for consultation, advice, and problem solving outside of the organization meetings during times that are mutually agreed upon between advisor and students.
10. Regularly review documentation regarding organization activities, external communications, marketing, travel forms, etc.
11. Be in communication with the Office of Student Life regarding organization related functions, concerns, and/or issues.
12. Attend Advisor trainings facilitated and coordinated by The Office of Student Life.

Student Leaders Responsibilities to Advisors

1. The advisor should be recognized as an integral, non-voting member of the group.
2. Meetings and events should be scheduled at a time when advisors can participate.
3. Officers must keep advisors fully informed of the programs and activities of the organization, as well as provide progress reports.

4. The organization members should meet regularly with the advisor to discuss ideas, request feedback, and seek advice. At minimum student members should meet with their advisor 3 times a semester and once before a semester begins.
5. All members should feel comfortable turning to the advisor for assistance whenever a problem arises.
6. Organization members should recognize the time and effort put in by the advisor and acknowledge that the advisor has additional responsibilities outside advising your organization.

Recruiting and Retaining Members

Recruiting

Prior to actual recruitment, spend some time with your current membership, defining the purpose and identifying the benefits of membership in your organization. It is helpful to be able to tell potential members what your organization does and what they will gain from their involvement. Here are some helpful hints:

1. Talk to your friends or people you believe would be interested in the activities of your organization.
2. Keep notices short and appealing.
3. Ask each existing member to bring one new member to the next meeting.
4. Set up a table to display your organization at the Welcome Back BBQ (August), Club Kick-Off (September and January). If you need students with special talents (i.e. artists, music) or if your organization purpose attracts certain majors, contact the faculty in that department and ask for their advice on potential members.
5. Follow-up: Contact each interested individual. Contact those who do not appear at meetings.

Retain Members

Pay attention to the experiences of your new members. They are likely to feel a bit anxious and uncertain about their involvement. When left floundering in this state, new members often disappear from organizations. Welcome new members.

Helpful Hints:

1. Encourage collaboration between new and old members.
2. Learn new members' names and help them learn the names of others.
3. Give them information about your organization, current projects, how the organization functions, and past events or projects.
4. Give new members direction for involvement, ask for input, and reward them for their contributions!
5. Each new member of the organization brings unique talents and ideas. Provide opportunities to share them, the results will be great!

Tabling

Tabling is a great way to recruit new members and to get your organization noticed.

Student organizations must reserve tabling space with the Office of Student Life.

Requesting space is on a first come first serve basis, and must be requested with a two week notice. It is the responsibility of student organization officers to notify the Office of Student Life of any cancelations. Failure to do so within 48-hours may result in a

revocation of reservation privileges for the remainder of the semester. Keep the following in mind when tabling:

1. Design a recruitment advertising campaign using visual elements (handouts, posters, banners, tri-folds, etc.)
2. All student organization must comply and be familiar with State Board Policy and System Procedures, including SP 16-60 Facilities Use (www.cccs.edu/about-cccs/state-board/policies-and-procedures/)
3. When tabling you must adhere to these expectations:
 - a. Have a confirmed reservation from the Office of Student Life for your tabling area
 - b. Stay behind your table to avoid impeding pedestrian or vehicle traffic or access to buildings and paths
 - c. Get the consent of those who are you engaging with. Continuing to approach anyone who has indicated a lack of interest or stopping anyone, shouting, or using an amplifier of any kind is prohibited

Finances

Eligibility

Recognized student-led organizations (SLOs), meaning those that complete the recognition process with the Office of Student Life, fall under the college tax ID number, are tax exempt, and are required to manage all of their funds through the Office of Student Life. Recognized student-led organization are allowed to request funding for events and activities through the Student Government Association (SGA).

Organization code

An organization code (org code) can be thought of as an internal College bank account which holds self-generated funds from the SLO. Upon recognition, all recognized student-led organizations will be assigned an individual org code, only if ongoing financial activity is anticipated. This should be discussed with Student Life during the SLO intake meeting. All funds in individual org codes are internally accounted for, monitored and reviewed by Student Life staff in a consistent and routine manner. Student Life reserves the right to grant or deny org codes necessity based on anticipated utilization.

Checking your account balance

It is the responsibility of the organization president and treasurer to keep track of expenses and balance information. Balance information can be requested from Student Life, but may take up to a week to retrieve.

Responsibilities of Officers

Upon satisfactory completion of Student Life's Finances and Funding Training, the organization's treasurer and president will attain the fiscal role of *authorized signer* for their organization. This means that all forms requiring a signature of an officer or SLO representative must be done by either the president or treasurer. The SLO Advisor may

act as a signer/approver in the absence of an officer. Communication with Student Life is vital in order to gain access to certain financial records, as well as to approve and procure SLO expenses in a timely fashion.

Responsibilities of signers:

- President: approves and communicates all SLO expenses with prior written collaboration of treasurer and/or SLO advisor to Student Life. This role may also require any other financial tasks such as setting deadlines and amounts for dues or advanced event planning.
- Treasurer: maintains and understands the SLO finances with an ongoing awareness of balance, as well as prior and anticipated financial activity occurring during their tenure, independent from Student Life records.
- Both the president and treasurer of all SLOs are required to attend the *Finances and Funding Training* prior to accessing the organization's self-generated account including making a deposit, collecting funds or approving a purchase. The training will cover college fiscal policies and procedures.
- No singular student can be a signer on more than two student organizations at any given time.

Cash Handling

To ensure the safety and accountability of our students, the authorized signers of your organization may not handle cash without the notification and approval of Student Life prior to the cash handling event or promotion of such event. This includes prior completion of the Fundraising Request Form. Cash is defined as currency, checks, money orders, credit cards, online payments methods or gift cards.

Collecting Dues

Your SLO might want to collect dues from members. During the recognition process, your SLO must advise Student Life of its intention to collect dues. If at any point after recognition your organization decides to require dues, you must notify Student Life immediately. The steps below are required for collection of dues:

1. No less than one week before collecting dues, an authorized signer must meet with or email Student Life staff a detailed plan and schedule for collection. The collections of dues must be pre-arranged and approved by Student Life. Student Life provides a roster template for the signers to use at the approved meeting involving dues collection.
2. If the meeting involving dues collection is held Monday-Friday, 8am-4pm, funds must be deposited at the Cashiers office on the same day. Only authorized signers are to deposit dues with the Cashiers office and only after the following are completed:
 - Keep track of each members who paid and the amount they paid, any discrepancies or lacking payments are noted and disclosed with the member's acknowledgement for Student Life's record.

- Receipts, whether emailed or paper, are complete and match the reconciled cash log. Student Life will reconcile and review all materials to ensure a proper accounting is maintained.
 - Cash log is signed/initialed by each member, matching receipt #.
3. If the meeting involving dues collection is held after hours, each due-paying member must drop off payment individually to the Cashiers office, M-F, 9am-4pm.
 4. Any unresolved discrepancies, misplaced funds or suspected fraudulent activity is immediately reported to the SLO Advisor, Student Life and Campus Security (if necessary).
 - Misuse, neglect, deception, fraud or theft will not be tolerated and will result in disciplinary actions as deemed necessary by Student Life, Campus Security and the College and may have a negative impact on your organization's operations and financial activity.

Deposits

Deposits can be made with the Cashiers office in the form of cash, check or money order, and can include monies from membership dues, approved fundraising activities (see below), sponsorships and contributions from external organizations and sources. All deposits must include a detailed itemization and budget. All deposits must be made to the Cashiers office. The Cashiers office will provide you with a deposit slip. You will need the following information to deposit funds.

- Fund Code (this is the same number as your org code, but substitute the first number with a zero).
- Org Code
- Account Code or Deposit Code (choose one of the following)
 - Fundraisers 565135
 - Donations 528040
 - Membership Dues 535110

Checks must be made out to Community College of Aurora and include the student and their organization's name on the memo line. Checks can be mailed to:

*Community College of Aurora
Office of Student Life
ATTN: (name of your organization)
16000 E. CentreTech Pkwy
Aurora, CO 80011*

Reimbursements

An individual may receive reimbursement for out-of-pocket expenses made on behalf of a student organization, as long as the purchase is approved in advance by the

authorized signers and Student Life. Reimbursements are paid from the organization's org codes or pre-approved allocated amounts from Student Government. The individual is required to submit an itemized receipt, description of the event and contact information to a Student Life staff member no later than 1 business day after the purchase. Any reimbursements issued after 60 days will be rendered as taxable income. No reimbursements will be issued after 90 days of purchase. Reimbursements in the form of a check can take up to three to four weeks from the time that Student Life submits the form.

Fundraising

Fundraising is encouraged as a way to sustain and operate organizational activities. To ensure college policies are being met, SLOs are to submit fundraising ideas and details to Student Life by completing the Fundraising Request Form found on the Student Life website. An Official Function Form must also be completed simultaneously. Included below are guidelines and procedures for common SLO activities along with the required advanced notice needed for approvals. All funds raised must be deposited into the SLO org code via Cashiers office one business day following the fundraising activity. Please note: cash collection varies with each type of fundraiser and college policies. Follow this link to access the fundraising request form:

<https://www.ccaurora.edu/students/student-life/slo-fundraising>

Bake Sales (3 week)

The following risk management procedures have been identified to ensure safety for all participants. All items need to be individually packaged. Examples of low risk items are cookies, brownies, muffins, fudge, cake, bread, and scones. Some examples of potentially hazardous items that may not be included in the bake sale are cream filled desserts, cheesecakes, and custard desserts. Please note potentially hazardous items may pose a health hazard if left out for long periods of time. Foods sold to the public must be protected from exposure to bacteria, virus, and other sources of contamination. Organizations are required to use utensils and disposable plastic gloves to eliminate bare hand contact when serving items. Acceptable packaging includes plastic wrap, bags, foil, and paper plates. Paper towels and napkins are not considered acceptable food packaging. When possible, foods should be prepared in the quantities in which they will be sold.

- Bake sales are exempt from sales tax so long as no single item sells for over \$75, or total revenue exceeds \$500. If any of these outcomes is a possibility, additional measures, approvals and steps must be taken and will require many more weeks of planning. Please inquire with Student Life in advance if these are a concern.
- When working with Student Life to plan your bake sale, the following are required:
 - Spreadsheet of all items to be sold and anticipated amount
 - Must include anticipated total amount of revenue.
 - Please request a template for tracking funds if one is not already utilized

- How you plan to pay for ingredients
- Date, time and space reserved
- Cash collection for bake sales must be facilitated by authorized signers or SLO advisor. Communication of itemization, anticipated revenues and cash drop-off to Cashiers office prior to the event is required.

Percentage Nights (Prior to event)

Organizations are permitted to utilize Community College of Aurora Federal Tax ID number to partner with a restaurant or business that agrees to contribute a percentage of their sales back to the student organization.

- The depositing guidelines mentioned in this document must be followed. The check must be made to the Community College of Aurora and mailed directly to Student Life from the restaurant or business to ensure it is safely deposited to your organization's org code.
- Participating business must be approved by Student Life prior to the date of the percentage night event. A contact from the business must be provided to Student Life prior to the event.

Sales of on-campus Events, Goods and Services (Tickets, Auctions, Catering)

Catered events with paid entry (4-6 weeks, depending on complexity)

Selling tangible items such as food and beverage is not normal business practice of the College, and therefore it must collect tax on those sales. If your event or sales activity requires or suggests payment from the customer/attendee for entry with any food or beverage expected in return, tax must be applied to the sale of the ticketed entry and proper receipting is required.

SGA-Funded events with ticket sales (4 weeks)

SGA's SLO funding is for the communal advancement of student-led organizations and CCA students. Its primary purpose is not intended for an organization's financial gain. However, all revenue generated from ticket sales will be returned to SGA's funding pool to offset the approved expenses derived from these student fees. Any profits generated above the total amount of expenses incurred by the College for the event may be deposited as revenue to the hosting organization's org code and used for future College-related events.

- Applies to SGA sponsored events funded from student fees
- Must not have explicit intentions of generating profits for SLOs requesting funds

Self-Funded events and sales (4 weeks)

- Work with Student Life to ensure your sales and cash are properly handled
- All affiliated student organizations must hold any cash handling activities on campus
- Funding for expenses related to event must be deposited into your org code before expenses are incurred

- Any reimbursements must be approved by both authorized signers and Student Life in advance
- All self-funded events with ticket sales must be approved by Student Life and proper financial guidelines must be followed
- The organization may retain any profits earned from the event but these funds must be deposited into the organization's org code in accordance with these guidelines

Silent Auctions (10 weeks)

- The above self-funded events and sales process applies to silent auctions
- Sales tax applies to all tangible item purchases. Tax is calculated on the lower of purchase price or identified Fair Market Value of item, and the purchaser pays the tax.
- Office of Student Life will work with the college's sales tax specialist and Finance Office to identify sales tax rate prior to the event.

Fundraising for Charity (3-4 Months: Please start planning in the semester prior)

Contributions to non-profit organizations require approvals from Student Life and Student Affairs before the fundraising activity may be conducted. Additionally, the mission of the non-profit organization must be directly related to achieving the College's education and/or public service mission. Before you begin planning your event, please consult with Student Life to ensure compliance.

- Instead of hosting a fundraising event on campus, you might want to host an off-campus event to raise funds. So long as the external charity aligns with CCA's mission and all student manual rules are followed, the fundraiser should be deemed permissible. Again, before planning your off-campus fundraiser, please consult with Student Life to ensure compliance.
- Expenses for off-campus fundraising events are the responsibility of the individual(s) hosting the event and may not utilize college funds or purchasing

Sponsorships (8 weeks)

A sponsorship is support of a College event or activity by a company or individual in which there is no arrangement or expectation that the company or individual will receive any substantial return benefit. Support may include a payment of money, transfer of property, gift in kind, or the provision of services. In return, the sponsor's name and/or logo may appear on event brochures, banners, or other promotional materials. As a rule, sponsorships are considered to be a business or promotional expense, rather than a charitable donation, on the part of the company or individual offering the sponsorship payment to the College. In return for their sponsorship, the company/individual receives the benefits accorded to them as listed on the sponsorship agreement or associated with the articulated support levels (e.g., platinum, gold, silver sponsorships). The College does not issue a gift tax receipt for this type of contribution, and the Tax ID may not be used.

- All student organizations must follow this College policy when considering accepting sponsorship funding from an outside organization
- Please consult with Student Life before any potential sponsorship agreement is made to ensure policies and accounting procedures are followed.

If sponsors are seeking a tax write off for donations, then you SLO must work with Student Life to submit a [Request to Work with the Foundation Form](#). The CCA Foundation is the tax exempt entity of the College and can provide tax write off forms. However, this type of request requires at least six months of planning to executive.

Gift Cards

The purchase of gift cards are prohibited due to State Fiscal rules.

Raffles (NOT ALLOWED)

Raffles are considered gaming/gambling and regulated by the State of Colorado. Student organizations are strictly prohibited from securing a raffle license as a fundraising activity. Raffles are defined as a fundraising activity in which a person purchases a ticket to win a prize, and can increase their chances of winning the prize by purchasing additional tickets. The term raffle is often mistakenly used to describe "door prizes" which is not synonymous. Student organizations are allowed to offer door prizes at events as long as all students have an equal chance of winning and no payment is received in exchange for tickets.

Requesting Student Government Association Funds (4-8 weeks)

Recognized SLOs can request funds from SGA for student centered events and activities. Any funding received through SGA is coordinated directly through Student Life; their funds are not deposited or transferred into an organization's org code.

Funds approved by SGA may only be used for the requested purpose. Any changes must be communicated with SGA and Student Life two weeks prior to procurement. All funding request must be made through the *Apply for Funding* request form found on the Student Life website: www.ccaurora.edu/apply-funding

Purchasing

When you planning your event think about everything you want to purchase. Determine what you need such as plates, napkins, eating utensils, décor, etc. Remember these are the ways you can purchase:

Student Life staff member: If you require a staff member to meet you at a store to check out, please submit a request via email to either to a Student Life staff member at least two weeks before you need the supplies. The time you give us to meet you will be when you are at the register and ready to check out. Contact sydney.pedregon@ccaaurora.edu or Jordan.Moore@ccaaurora.edu.

Invoice: An invoice is a bill that is sent to you after an event. For example, Cici's Pizza sometimes invoices us for events. This means that you can order pizza for your event without paying up front. Once the invoice is received, you will submit it to Sydney, along with a list of attendees and an event flyer or agenda. If you are using this method of payment, contact Student Life at student.life@ccaaurora.edu.

Payment with your own money: You are allowed to purchase items with your own money, however no tax will be reimbursed. Submit the following paperwork to Student Life as soon as possible following your event.

- List of attendees
- All original receipts
- Copy of your Official Function Form
- Flyer, agenda, or full event description of your event

It can take up to 4 weeks to receive your reimbursement check. Any receipts after 60 days will not be processed.

Working with Vendors and Potential Conflicts of Interest: While the Office of Student Life highly encourages working with and utilizing local vendors, it is important to think through the connections you may or may not have to the vendors you hope to work with for your Student Organization events. As a recognized entity of the Community College of Aurora, you are asked to abide by the CCCS code of ethics. Within this code is section BP 3-70, which discusses relationships with vendors. It states that CCA employees and entities (Student Organizations) shall not:

- bestow any preferential benefit on anyone related to the officer, appointee or employee by family, business or social relationship;
- perform an official act directly and substantially benefiting a business or other undertaking in which the employee either has a substantial financial interest or is engaged as counsel, consultant, representative or agent

What this means is that the more closely connected you are to a vendor or business owner that you hope to work with, the more likely your purchase from them could be considered a conflict of interest for you as a SLO leader and CCA as an institution. Please be mindful of the personal connections you hold to any potential vendors, and reach out to the Office of Student Life before you purchase from the vendor if you have concerns about a potential conflict of interest. The Office of Student Life can work with our Fiscal Affairs office to determine if a conflict of interest does in fact, exist.

Student Travel

There are times when you will be traveling as part of participation in your Student-Led Organization. To ensure a safe and efficient trip for you, we ask that several key things be done prior to your travel experience. The following forms will be submitted to the Office of Student Life. **Student Life should be informed at least 4 weeks prior to travel date to accommodate for paperwork completion and submission timelines.** Failure to do so may impede the opportunity to travel with College and Student Life support and/or a freeze on organization accounts. All forms and directions will be shared with the organization once they have indicated their intent to travel with Student Life.

1. Review, sign, and submit a Travel Agreement form
2. Review, sign, and submit a Travel Waiver
3. If traveling out of state, a Travel Authorization form will need to be completed, with accompanying paperwork.
4. Contact the Office of Student Life at Student.Life@ccaaurora.edu to schedule a pre-travel meeting and training at least 4 weeks before your travel.

Services Available to Student-Led Organizations

There are many benefits to being in a Student-Led Organization at CCA! Here are some of the services available to you.

Marketing & Promotion

There are many opportunities for publicity on campus. Organizations have access to printing, copies, and colored paper. Visit the Student Life office at either campus.

Student Life will also help to distribute flyers around both the CentreTech and Lowry campuses. Please make sure you follow Board Policies for your flyer request [Board policies.docx](#)

Email Accounts

All Student-Led Organizations either have, or can request, a specific CCAurora.edu email address. If you do have a CCAurora.edu email for your organization, it is expected you check that email regularly. Contact Sydney Pedregon or Jordan Moore for your password or to request an email account: Sydney.pedregon@ccaaurora.edu or Jordan.Moore@ccaaurora.edu

Office space

Student-Led Organizations may use the office space at either Student Life office for short term projects/work/meetings. Call Student Life to make sure the space is available.

Equipment Rentals

The Office of Student Life has a variety of equipment for your Student-Led Organization to reserve. Examples include a popcorn machine, water coolers, trays for food, etc. For a complete list and to reserve items, fill out the form here:

<https://www.ccaurora.edu/equipment-reservations>

Office supplies and Other Purchases

CCA has a contract with Staples to purchase office supplies at a discounted rate. Please contact Sydney Pedregon at Sydney.pedregon@ccaaurora.edu more information on how to order supplies for your organization.

Telephone

A phone is available for Student-Led Organization use in the Office of Student Life at both campuses.

Room Scheduling

- If you would like to reserve a space for an organization meeting, activity, or event contact Sydney Pedregon at sydney.pedregon@ccaaurora.edu or Jordan Moore at Jordan.moore@ccaaurora.edu
- If you want the room you reserved to be set up in a specific way email Sydney Pedregon at least 2 weeks before your event date.

How to Plan an Event

To plan an event use this checklist to assist your Student-Led Organization in planning a successful event.

Step 1: Brainstorm

Brainstorm a list of programs that your organization would like to provide for the campus community. Ask other students outside of your organization about programs they would like.

Step 2: Choose an Idea

Make sure you have consensus and a broad range of members are committed to the idea.

Step 3: Develop Program Goals

Who is your target audience? What are your organization's goal(s) in having this event? What are your objectives? Etc.

Step 4: Delegate Responsibilities

Involve the members of the organization in the various tasks needed to ensure the program is successful. Depending upon the size of the event, you may need

committees or just committed individuals. Make sure new volunteers understand what the responsibilities are, and use people's talents and interests to your organization's benefit.

Step 5: Establish a Budget

Determining your budget will help you decide if you need to seek additional funding, or if your organization can cover the expenses. Make sure to utilize funding options available through the Student Government Association. Refer back to the Finances section of this manual for details about the process of requesting funds.

Step 6: Reserve Program Location

Contact Denise Oakeley Denise.Oakeley@ccaurora.edu for classroom space or Sydney Pedregon sydney.pedregon@ccaurora.edu for conference room requests before submitting your Official Function Form. First determine the following.

1. What size room is needed?
2. How much time is needed for set-up?
 - a. Depending on the room and desired set up you will have to work with Facilities to meet your needs. Work with Sydney to determine this, as she will need to submit a work order on your behalf.
 - b. Should a rain date/location be reserved?
 - c. Tentatively book dates (are multiple needed?)

Step 7: Complete an Official Function Form

This is a form is completed by anyone on campus who is hosting an official functions/activities are held on campus. You are expected to complete this form no later than 3 weeks before EVERY event, program, or activity (excluding organization meetings). You must email your OFF to Student Life at student.life@ccaurora.edu. Please go to <https://www.ccaurora.edu/students/student-life/event-planning-checklist> for detailed step by step instructions on how to plan an event. This form must be signed by all approving officials before the event can take place.

Step 8: Marketing Strategy

Consider how you're going to make your event stand out through marketing and promotions. Do you want a banner, flyers, signs, other materials?

1. Create a flyer for every event- this is required if you are making any purchases.
2. Once your marketing has been created contact the Office of Student Life for approval and let us know how many flyers and posters you need printed.
3. Print flyers or posters at the Office of Student Life, it's free! Student Life can assist with posting flyers and posters. Please give at least one weeks' notice prior to your event.

For more assistance with marketing, refer to the Marketing Guidelines of this manual.

Step 9: Purchasing

Refer to the Purchasing and Payment section of this manual.

Step 10: Review Responsibilities and Materials Needed

Review the roles and responsibilities for each members or volunteer in your organization. Doing this before the event will ensure everyone is on the same page and coordinated. Pre-determine what type of materials you will need for the event. Student life has a variety of materials you can rent for free! Please make sure you visit our Equipment Reservation site and request your materials 1 week before the event. This allows the Student Life staff to have your materials ready on time.

Step 11: Day Of

Create a sign-in process. NOTE: You must collect the names and signatures (only) of everyone in attendance and then submit it to the Office of Student Life. After the work you've put in, remember to enjoy the program.

Step 12: After the Event

Give event flyer or agenda, sign in sheets, invoices, and receipts to Student Life for processing.

Whether they are members of your organization, people on campus, or outside organizations or departments who provided assistance, thank people personally and/or in writing.

Step 13: Evaluate the Program

Ask participants what they thought of the event. Find out from your planning group what went well and what could have gone better. Create a survey and send it out afterward to gain feedback.

Step 14: Keeping Record

Save information in a program planner or binder to pass on to the next generation of your organization. Program planning is made easier when you can build on the success of those who came before you.

Student Life will send you copies of completed pay requests and signed official function forms. Keep copies of Official Function Forms, receipts, invoices, emails, etc. for your own records. This will help you keep track of your budget.

Purchasing and Payments

Determine if you are making any purchases and what supplies are needed.

1. If no purchases will be made, then all you must do is send a list of attendees to Student Life at student.life@ccaaurora.edu. Use this sign in sheet.
2. If yes, determine how you are paying for the purchase. Make a list of all the supplies, materials, and food that are needed for your event. There are three ways you can make purchases:

- a. Student Life staff member: If you require a staff member to meet you at a store to check out, please submit a request via email to Sydney Pedregon or Jordan Moore at least two weeks before you need the supplies. We will not be walking around the store with you while you shop, so the time you give us to meet you will be when you are at the register and ready to check out. We can be reached by email at sydney.pedregon@ccaaurora.edu and Jordan.Moore@ccaaurora.edu. We can also be reached by phone at 303-340-7501.
- b. Invoice: An invoice is a bill that is sent to you after an event. For example, Cici's Pizza sometimes invoices us for events. This means that you can order pizza for your event without paying up front. Once the invoice is received, you will submit it to Sydney or Jordan, along with a list of attendees and an event flyer or agenda. If you are using this method of payment, contact Student Life at student.life@ccaaurora.edu.
- c. Payment with your own money: You are allowed to purchase items with your own money, however no tax will be reimbursed. Submit a list of attendees to Student Life. When you do this, we will have additional paperwork for you to complete so you can get reimbursed. Please note that it can take up to 4 weeks to receive your reimbursement check.

Ordering food

If you are ordering food from an external vendor make sure the following steps are completed first.

- a. There is a list of vendors CCA prefers to use. Use this Preferred Vendors List.
- b. Make sure the vendor knows CCA is tax exempt
- c. If you need a copy of the tax-exempt certificate, contact Student Life for a copy
- d. Ensure that Student Life knows which vendor you are using because there is additional paperwork that needs to be completed. Student Life will help you complete the necessary paperwork to process the invoice
- e. We highly recommend that you use vendors who can deliver

Bringing Someone to Campus

Want to bring someone to campus? Want to bring a guest, speaker or performer to CCA? First, complete the Official Function Form three weeks prior to your event, and indicate that you would like to bring a guest. Attach a flyer for the event with your Official Function Form. Student organization officers are responsible for the actions and conduct of guests invited to campus. Regardless of payment to the guest, an Official Function Form must be completed for anyone who is invited by the student organization.

If you intend to provide payment, give Student Life the contact information for your guest, and Student Life will contact them to obtain the necessary paperwork. After the event, send Student Life a flyer of the event and sign-in sheets.

Purchasing Promotional Items

Clothing/Promotional Purchases: It is highly recommended SLOs go through Specialty Incentives for their clothing or promotional purchases. You must include CCA, Community College of Aurora, or the CCA logo somewhere on your shirts or promotional good. The Office of Student Life must approve all designs prior to ordering.

Honorarium

Is your SLO hosting a free guest lecturer or performance? Want to give them a small monetary token of appreciation? Consider providing them with an honorarium. Pass along contact information to Sydney Pedregon at least 3 weeks prior to your event and she will obtain the appropriate information from your guest. You will also have to complete the Honorarium Request Form, or contact Student Life student.life@ccaaurora.edu to assist you.

Showing Films

Sometimes, your organization may want to show a movie as part of an educational or social gathering. There are specific laws and guidelines associated with showing films, which also includes showing clips of films. Visit <http://colleges.swankmp.com/faq> for more information.

If you are interested in showing a film for an organization related event, you must contact Sydney Pedregon or Jordan Moore. We can be reached by email at sydney.pedregon@ccaaurora.edu and Jordan.Moore@ccd.edu.

Marketing Guidelines

Making a flyer or poster

Now that you have your meeting and events planned, you have to promote your event or meeting to gain attendance. Whether you're advertising for a fundraiser or organization meeting, you need to remember that your flyer has to be striking enough to be picked up and looked at. The information on it also has to be clear and concise enough to convince that person to attend your event. Here are some things to keep in mind when you create your flyer.

1. **Keep the information concise**—edit the text content down to the essential information only. A flyer reader's attention span is super-short, so make what they read in that split-second count.
2. **Make information easy to read**—make sure your font sizes are large. And don't be afraid to let a big, bold header dominate a large part of the flyer. **This information must be on the flyer.**
 - a. Name of your organization
 - b. Name of event

- c. Time of event
- d. Location of event
- e. Date of event
- f. Contact information

Design Tools

The Department of Communication and Marketing does not create flyers and posters for Student-Led Organizations. We highly encourage that you use **Canva.com** to create your flyers. It is a free online tool you can use that makes it easy to create flyers!

Timeline

If you want your flyers and posters printed by the Office of Student Life, you must first get it approved at least a week before your event.

Getting approved

Once you have your flyer finished. Email it to the Office of Student Life at student.life@ccaaurora.edu for approval. Approval of flyers should be done one to two weeks prior to your event.

Printing and Posting

All student-led organizations get free printing services from the Office of Student Life. SLOs must follow the aforementioned posting and printing policy. The following are printing limits for flyers and posters for individual events/announcements. All requests for printing should be made 2 weeks prior to desired posting/advertising date.

Type of Print	Quantity
Large a-frame sized posters (color)	2
8.5X11 flyers (color or black and white)	50
4 Ups or Handbills (color or black and white)	50 (this will total to 200 small copies)

For postings, please submit flyers/posters here: <https://www.ccaurora.edu/flyer-submission-form> at least 1 week before you want your posters to be displayed. Student Life will review and approve or deny your flyer/poster through this submission. Please refer to the Office of Student Life Posting and Printing Policy.

Marketing and advertising goes beyond printing. We also encourage SLOs to promote events by printing quarter sheets, making classroom announcements, collaborating with departments, and directly engaging students on campus. Posters on bulletin boards are helpful, but we have found other marketing methods to be more effective.

Social Media

Before creating any social media accounts, you must contact CCA Marketing and Communications at Kristine.dorame@ccaaurora.edu. If you have a social media account, keep your social media active. If a group is going to have an account, it needs to be well received and consistently be updated with new and fresh content.

Multiple social media outlets are wonderful (Linkin, Twitter, Instagram) only if they are being used to their full potential. When it comes to branding an organization, no social media content is better than weak social media content.

Transitioning Your Officers

Before the newly-elected officers of your organization officially assume their responsibilities, it is wise for the old and new officers to get together for a "transition meeting." Through such a transition meeting, the new officers will be able to learn from the experience of the outgoing officers and offer continuity and continued growth for the organization. A casual, open atmosphere should be encouraged so that the organization can benefit from an honest evaluation of the accomplishments and problems of the previous year. The following outline can help you make your transition meeting as smoothly as possible.

- I. Welcome and Introductions
- II. (Help participants get acquainted and explain the purpose of the meeting)
- III. The Year in Review
 - a. **Goals:** Review the group's goals for the previous year?
 - i. What did we hope to accomplish?
 - ii. How well did we do on each goal?
 - iii. Which goals should be carried on this year? Which goals need to be changed?
 - iv. Which goals are no longer feasible?
 - b. **Programs and Activities:** Evaluate what your group did. How effective were the programs / activities we sponsored?
 - i. Did we have a good balance in our schedule of programs and activities? Were our programs and activities consistent with our goals?
 - ii. Which activities and programs do we want to repeat?
 - c. **Membership:** Evaluate number of members and their commitment
 - i. Do we have too many, too few, or just the right amount of members? Were our recruitment efforts successful?
 - ii. Are our members as actively involved as we want them to be?
 - iii. Were the chances for members to get involved in a meaningful way?
 - d. **Officers and Organizational Structure:** Evaluate officers and structure.
 - i. Are officer roles and responsibilities clearly described?
 - ii. Did officers work as a team, or is there more teamwork needed? Is the time and effort required in each office comparable?
 - iii. Is there two-way communication between officers and members? How do the members feel about the officers?
 - e. **Organizational Operations:** Evaluate finances, communication, etc.
 - i. Were the finances adequate for our group, and managed properly?
 - ii. Were meetings run effectively? Was their frequency adequate?
 - iii. Did the committee structure work?

- iv. Did we have scheduling conflicts with other groups or activities?
 - f. **Faculty Involvement:** Evaluate both quality and quantity.
 - i. Did our advisor provide the support we needed?
 - ii. Did we give our advisors and other faculty a chance to get involved? How could we improve faculty involvement?
 - g. **Public Image:** Evaluate how other groups perceive you.
 - i. How do we see ourselves? Is this how “outsiders” see us?
 - ii. How can we enhance our image?
- IV. Your Legacy to the New Officer Team
 - a. What are the current strengths and weaknesses of the group?
 - b. What is the best advice you can give your successor?
 - c. What were there major challenges and accomplishments in your term?
- V. Officer Transition
 - a. Have the new and outgoing officers meet individually to discuss
 - i. Responsibilities of the position, with a job description if possible.
 - ii. A timetable for completion of annual duties.
 - iii. Unfinished projects.
 - iv. Important contacts and resource persons.
 - v. Mistakes that could have been avoided.
 - vi. Advice for the new officer.
 - vii. Any questions the new officer may have.
 - viii. Where the outgoing officer can be reached with future questions.
- VI. Wrap-Up
 - a. “Pass the gavel” in a semi-official ceremony and wish everyone luck!
Provide an opportunity for informal socializing after the transition meeting is concluded.

CCA Student Organization Sample Constitution

The purpose of a constitution is to establish the structure by which student organizations can function in a smooth and orderly fashion. Topics such as membership, discipline, purpose, officers, etc. must be included, but it is up to each organization to structure itself in these areas. The following document is only a sample constitution to be used as a guide. If your organization is part of a National Organization, please check to see what national requirements may be required and include those into the constitution.

Article I: Name

Section 1: The name of this student organization shall be (Insert the formal name by which the student organization shall be officially known)

Section 2: The abbreviated name or acronym for this student organization shall be (Insert the abbreviated name or acronym) *Note: this may be used throughout the remainder of the constitution.*

Article II: Mission

Provides a rationale for why and for what purpose the organization is being established. The purpose of the organization must fulfill a need that is not being fulfilled by another student organization. The purpose and function shall not duplicate that of an existing recognized student organization.

Section I: Mission

The purpose of [organization name] shall be to...

Section II: Goals

Goals of this organization shall be:

Article III: Membership

This portion answers who may or will belong to the organization. It includes how a member is eligible (if there is a GPA requirement or other requirements, please state here), how or if there is a selection process (there doesn't have to be one), attendance guidelines, and removal of members.

Section I: Eligibility

Any member of the student body may apply for membership. This organization shall not discriminate on the basis of race, color, ethnicity, national origin, age, gender, disability or handicap, religion, sexual orientation, disabled veteran's status or Vietnam era veteran's status in any of its policies, procedures and practices. This policy will include but is not limited to recruiting, membership, organization activities, or opportunity to hold office.

- A. Only currently enrolled full/part-time students at the Community College of Aurora are eligible to be members with full voting and office holding abilities.
- B. Faculty, staff, and alumni may serve as associate members, but may not hold office, vote or pay dues.
- C. Members must maintain a cumulative GPA of a 2.5.
- D. Only active student organization members will represent the organization at college and organization functions, events, recruiting events, etc.

Section II: Selection Process

This section outlines the details on how selections will be made. Is there an application for potential members? Are there try-outs or an interview? If making selections, will there be a cap on how many new members may join a year/semester?

Students may express interest in membership after the organization has received its official recognition for the year, and then throughout the academic year, until May 1, 2020. Membership will be approved by the executive board after attendance at one meeting, and will be active for the remainder of that academic year.

Section III: Attendance

This section includes the number/percentage of meetings and organizational events members must attend to be in good standings with the student organization. What type of excuses for missing a meeting will be accepted?

Attendance at _____ meetings and organizational events is required to be in good standing with the student organization. If a meeting is to be missed, members must notify the executive board _____ days/hours in advance to be considered an excused absence. Excused absences include medical and family emergencies, college recognized events, or religious events. Not more than _____ unexcused absences will be allowed per a semester.

Section IV: Member Removal Procedures

If a member is not meeting the set requirements, how will the organization remove this person? We suggest you use the guidelines below.

Any member having _____ unexcused absences or who is not acting in the best interest of the student organization shall be removed. Three (3) attempts at written notification of membership removal, including an outline of how members/officers can plead their case, is required before removal of members or officers is permitted. A quorum of 50% + 1 (fifty percent plus one) of the voting members must be present at the meeting and a $\frac{2}{3}$ (two-thirds) vote must be obtained in order to remove the individual. Before a vote is taken, the Executive Board shall first consult with the student organization's faculty/staff advisor.

Article IV: Officers and Executive Board

In this part, you will answer who your officers are and what their duties will be. In addition, make sure to include any extra criteria for officers that may be different from a general member (GPA, classification, previous positions held, etc.). The GPA requirement must be a minimum of a 2.5 but may be increased for officers and executive board members.

Section I: Requirements of Officers

The officers of this organization must meet the following requirements:

- A. Have at least a ____ GPA at the time of election and post at least a _____GPA for the preceding regular semester at the time of election and must maintain a ____ GPA during the term of office.
- B. Must be in good standings with the college (financially and judicially) and enrolled in at least six (6) credit hours in a regular semester during the term of office.
- C. Serves a term of one (1) year (May – April) and must be re-elected if wanting to continue in their current officer position.
- D. Any officer who, during the term of their office, fails to maintain their status as a matriculating undergraduate/graduate student, fails to maintain a GPA of _____, or fails to maintain their good academic and disciplinary standings with their respective college, shall be removed from their office and a replacement shall be elected. Before an officer is removed for these reasons, the faculty/staff advisor must be consulted, and the Office of Student Life needs to be notified.

Section II: Officers and Duties

Fully describe the duties of officers for the organization. Specify what positions are a part of the executive board and others that may be chair positions (if the organization chooses to have chair positions). Each organization must have a President, Vice President, and Treasurer or the equivalent.

- **President** - shall preside over regular and executive meetings, coordinate group activities and communicate with the officers and advisor on all matters.
- **Vice President** - shall assist the President and preside over meetings in the absence of the President and act as a liaison between committees and the president.
- **Secretary** - shall record minutes at all business meetings, check attendance at functions, and receive and review excuses for absences.
- **Treasurer** - shall collect dues, pay bills, oversee other monetary transactions including fund-raising and social activities, and prepare and maintain an annual budget.

- **Membership Coordinator** - shall coordinate recruitment and selection of new members during each fall semester.
- **Historian** – shall document the history of the organization through pictures and membership records. This position is not a part of the Executive Board.
- **Marketing and Public Relations Chair** – shall develop and gain approval for all posted materials for the organization, shall maintain the student organization's social media pages, shall promote all events and provide ways for the student organization to advertise events. This position is not a part of the Executive Board.

Section III: Executive Board

Here you can define more of the roles of the executive board as a whole.

- A. The Executive Board shall be composed of the President, Vice-President, Treasurer, Secretary, Membership Coordinator, and the faculty/ staff advisor.
- B. The Executive Board shall determine the policies and the activities of the student organization, discipline members, approve the budget, and have general management of [student organization].
- C. The Executive Board shall meet regularly each month at the call of the President.
- D. Any Student Organization wishing to compile their Executive Board with alternative officer positions should consult with the Office of Student Life during their recognition process.

Section IV: Election Process

In this section, please detail how the election process will occur for the student organization. How far in advance will nominations open? Who can nominate members for the positions? When in the year/semester will the process take place? What is required for the election process? Will nominees have to give a speech, write a letter, etc.? When will officer assume their position? Is there a term limit for positions on being on the Executive Board? Elections should be held in the spring semester so student organizations can prepare in advance for the new school year.

Elections shall be held at the ____ meeting of _____. Nominations will be taken by the President _____ week(s) before the election is to be held. The President will oversee and run elections and therefore shall not vote in the election of any positions. Any eligible member may nominate another eligible member. Eligible members must be current students of the college, and must plan to continue to be active students throughout the term of their position. Members must have held a previous Executive Board position or Chair position in order to run for the President position.

Nominees will be required to give a _____ minute speech on why they are interested in the position. Voting will be held by secret ballot and the President and a Senior-classified member will count the votes. A quorum of 50% + 1 (fifty percent plus one) of voting members must be present for elections to occur and a simple majority (a majority in which the highest number of votes cast for any one candidate exceeds the second-highest number, although doesn't have to be over 50%) vote will win. If there is a tie in votes, the President shall then cast their vote to determine the winner of the election. Newly elected officers shall assume their responsibilities _____.

Section V: Removal of an Officer

An officer may be removed for not fulfilling the requirements set out in Article IV: Section I and Section II. Removal procedures for officers shall be the same as general members, found in Article III: Section IV.

The President or appropriate Executive Board member should notify Student Life of the planned removal of an officer prior to the removal.

Section VI: Vacancies

A special election shall be called by the President within _____ days to fill the vacancy using normal voting procedures. If the President position is the one vacant, the Vice President will preside over the election process. The newly elected officer shall immediately assume the position's responsibilities following the election. In special circumstances when an election is not feasible, the faculty/staff advisor in consultation with the President (or Vice-President if the President's position is vacant) may appoint an officer until the next regular election.

Article V: Advisor

In this part, please detail the role of the faculty/staff advisor and how they are appointed or elected. In addition, include how long their term will be.

The advisor or co-advisors shall be appointed by the student organization. This person must be a faculty or staff member at the _____ *Institution Name* _____. The faculty or staff advisor shall advise the organization as needed. The advisor shall not, however, speak for or represent in any way the voice of the student organization without prior notice. The student organization shall invite a faculty or staff member to serve on a yearly basis, subject to the organization's renewed invitation. There shall be no limit on the number of times that a faculty or staff advisor may be re-appointed to serve the organization. The faculty or staff advisor may at any time ask to be replaced by another faculty or staff member. In this case, the new faculty or staff advisor is still subject to an invitation by the incoming student organization's members. The organization may change its advisor at any time with a simple majority vote of current membership.

Article VI: Regular Meetings

Detail how often meetings will occur, who will decide when the meetings will be held, and the quorum needed to hold a meeting.

Section I: Frequency of Meetings

Meetings shall be held [each week, twice a month, once a month, etc.] at a time most convenient for the general membership. The Executive Board will propose times and provide members with a schedule of meetings at the beginning of each semester.

Section II: Quorum

A quorum is the number of members required to be in attendance for official business to occur. Official business means discussion of any issues/events, voting, or any decision is being made. At all meetings, a quorum of 50% + 1 (fifty percent plus one) of the voting members must be present for official business to occur.

Section III: Special Meetings

A special meeting may be called by the President with the support of the Executive Board if deemed necessary. The faculty/staff advisor must be present at these special meetings. At least ____ days/hours notice must be given to the membership when a special meeting is to occur.

Article VII: Finance

In this part, please detail all aspects of how finances will be determined, collected, and voted on. This part should define any collection of monies such as dues and fundraisers and should define how the monies are to be distributed and who shall be responsible for the accountability of the student organization's money. How often will dues be collected (each year/each semester)?

Section I: Dues (Dues are not required, and any plan for dues should be consulted with the Office of Student Life prior to implementation.)

Dues shall be determined per academic year and will be collected for all members, including officers, during the first _____ weeks of the school year/semester. Dues shall be determined by the Executive Board and voted on by the general body membership at the first meeting. Members will pay their dues to the Treasurer and the Treasurer shall keep a record of all members that have paid. Upon the discretion of the Treasurer, with consultation from the Executive Board, a payment plan may be implemented if need.

Every effort should be made to include all students, regardless of their financial ability to pay member dues. If a member is unable to pay the dues for any reason, they can inform the executive board and ask for a dues waiver to remain an active member. Under the executive board's discretion, and with the consultation of the SLO advisor, fees may be waived for those unable to contribute, or an alternative dues option, in the form of service ours to the organization, may be utilized to allow members to remain active.

Section II: Use and Responsibility of Funds

In this section, detail how funds will be used and if, at a certain level, the general body must vote on the use of funds.

The use of funds collected through dues, donations, fundraisers, etc. shall be determined by the Executive Board based on the needs of the organization and the events being held. If purchases for an event are to exceed \$____, a 50% + 1 (fifty percent plus one) vote by the general body membership must be obtained for the expenditures. The Treasurer is responsible for the accountability of [student organization]'s monies, and shall report the bank balance monthly to the Executive Board and the general body membership.

Section III: Student Organization Org Code

All monies belonging to [student organization] shall be deposited and disbursed through an account established for this organization through the Community College of Aurora. All funds must be deposited within 24 hours after collection. The Treasurer, one additional office, and the faculty/staff advisor shall be named on the account. The advisor and a student organization officer must approve and discuss each expenditure before payment or any withdrawal of funds from the account.

Section IV: Dissolution of [Student Organization]

If [student organization] dissolves, remaining monies shall be donated to the Student Organization fund at the Community College of Aurora.

Article VIII: Non-Hazing Clause

Any action taken, created, or intended, to produce mental or physical discomfort, embarrassment, harassment, or ridicule that is directed at new or prospective members of a recognized student organization. Such actions may be perpetrated by an individual, an individual against an organization, or an organization against an individual. In case of violations, individuals and an organization as a whole may be subject to disciplinary action through CCA's student code of conduct.

Article IX: Amendments and Review

In this part, include when and how revisions can be made to this document. In addition, include how often it will be reviewed by the Executive Board and the membership.

Section I: Amendments

This constitution may be amended at the beginning of the semester by a $\frac{2}{3}$ (two-thirds) vote of the voting members. Before approval of an amendment can occur, it must be approved by the faculty/staff advisor and the Coordinator of Student Life and Services.

Section II: Review

This document must be reviewed every year and submitted to the Department of Student Life.

IMPORTANT NOTE: THE FOLLOWING STATEMENT MUST BE INCLUDED IN YOUR CONSTITUTION:

The Community College of Aurora is an equal opportunity educational institution and does not discriminate on the basis of race, color, national or ethnic origin,

religion, sex, sexual orientation, disability, or programs, activities, and employment in accordance with the Civil Rights Act of 1964, Title IX of the educational Amendments, Section 504 or the Rehabilitation Act, the Americans with Disabilities Act of 1990, and Americans with Disabilities Act Amendment Act of 2008. If you need accommodations due to a disability, contact the Office of Disability and Equity at 303.361.7395 V/TDD/VP or ODE.CCA@ccaurora.edu. Please allow two weeks advanced notice for services to be arranged.