

CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY AND PROCEDURE

STUDENT AFFAIRS

SUBJECT: STUDENT ORGANIZATIONS AND THE COLLEGE'S SUPERVISORY ROLE

REVIEWER(S): Dean, Student Affairs and Enrollment Management*
Manager of Business Operations
Advisors of Student Organizations

I. POLICY

The college regards student life and student engagement as an important part of the college experience and students as participants in many aspects of college decision making and quality improvement. The college seeks to enhance the individual growth and development of each student. To this end, the college supports student organizations which offer students the opportunity to interact socially; to develop leadership, communication and human relations skills which enhance students' personal and career goals; and which provide for interaction with college leaders and administrators.

The Dean of Student Affairs and Enrollment Management and assigned advisors will assume a supervisory role for activities and publications sponsored by approved student organizations. The college is not responsible for the actions, activities, statements, or publications of individual students or those of a student organization unless the actions, activities, statements, or publications have been specifically discussed with and approved by the assigned advisor.

Within the parameters of the procedures below, the College provides the following services to approved student organizations:

- Assignment of a faculty or staff member to serve as an advisor.
- Designation of the Dean of Student Affairs and Enrollment Management to provide student organization oversight.
- Use of the college as a facility for meetings and activities.
- Use of appropriate college bulletin boards, publications, or electronic media for publicizing activities.
- Use of the college's equipment and resources as outlined below.

II. PROCEDURE

A. Role of Advisors for Student Organizations

1. The advisor provides moral support and advice to the student organization while assisting the group in assuming responsibility for its own leadership and direction. The advisor should attend the organization's functions and provide advice on issues of propriety, parliamentary procedure, and college policy. He/she will assure that planned activities are not in conflict with other student or college activities, are financially sound, are posted on the master planning calendar, and other college communication tools, are sanctioned by the administration, and that activities support and relate to the college's purpose and goals. The advisor will ensure excellent communication between the organization and the general college and student body. (See Sections C and D below.)
2. Though the college assumes no liability for the fiscal health of individual student organizations, the advisor will assure that all funds are collected and handled according to

- relevant college procedures for cash handling.
- 3. Notices or publications which are to be widely distributed, posted in the college, or in a public place must have prior approval of the advisor.
- 4. The advisor has the right and the responsibility to disapprove of activities, statements, and publications of the organization which are not consistent with the organization's or the college's purpose or goals.
- 5. Fundraising activities are governed by and must adhere to the college's fundraising policy.
- 6. Organization advisors perform the role of committee chairs as regards annual budgeting and review of bylaws, functions, and goals.

B. Fiscal Management

Student organizations are viewed primarily as private affiliations operating with approval from the college. All student organizations are expected to follow existing college policies and procedures. Effective financial management is imperative for successful organizations. Approved student organizations must maintain a record of all monies received. If a checking account exists for the organization, it must require two signatures for any withdrawals with one signature being that of the advisor. Bank records must be maintained for a minimum of two years and all financial records are subject to an audit by the Dean of Student Affairs and Enrollment Management or the manager of business operations.

1. Credit Card Processing
 - a) Student organizations, with approval from their advisor, may utilize point of sale (POS) credit card processing (such as Square) for sales related to the organization.
 - b) Student organizations may also use money transfer apps (e.g., Venmo) for sales related to the organization.
 - c) Student organizations may raise funds and collect payments electronically with the approval of their advisor using a method approved by the manager of business operations. Students involved in collecting money are held to the honor code of the college while transacting any sale.
- d) Treasurer will utilize a designated online account for processing money transfers to record payments, connect hardware, and track sales data as instructed by the advisor under the approval of the manager of business operations.
2. Sales Tax Exemption: The following criteria must be met in order for sales of the organization to be tax exempt. If complied with, there will be no sales tax charged for items sold by the student organization:
 - a) The sales are conducted only upon an annual basis for the purpose of raising funds for the organization's activities. (This means that the organization operates on a zero-budget basis, multiple sales of the same item may occur during the year).
 - b) The proceeds of the sale are actually used for the organization's activities and goals.
 - c) The products sold are delivered to the purchaser within 60 days after the first solicitation of any sale made during the organization's annual sales period.

C. Student Publications

1. Organization news, fliers, and publications may reflect student opinion but are expected to uphold high levels of journalistic responsibility and integrity. To this end, assigned advisors work closely with student editors providing guidance and editorial authority. All items must be approved by Strategic Communications Manager.
2. The college learning management system offers another avenue for communication with the student body. An organization's advisor is responsible for reviewing and posting the group's

- information to learning management system. Items of a sensitive nature should be reviewed by the Dean of Student Affairs and Enrollment Management for approval. All items posted will reflect high standards of effective communication and are subject to editing or removal.
3. Use of social media for ongoing communication of organizational news and announcements is expected to follow high standards of communication. The creation of any social media channel for a college-sponsored organization is to be approved by both the advisor and the Strategic Communications Manager.
 4. Publication matters of significant controversy are resolved by the Dean of Student Affairs and Enrollment Management and the Strategic Communications Manager.
- D. Use of the College's Equipment, Space, and Resources
1. To a large degree, student organizations are expected to be self-funded but may request funding from the college during the budgeting process for special events or programs. Incidental paper products and supplies will be provided by the advisor from the college's resources at the advisor's discretion and are subject to limitation by the Dean of Student Affairs and Enrollment Management or by the leadership team member whose budget is affected.
 2. Equipment and resources, including space, may be reserved according to normal college procedures.
 3. Use of any part of the college's physical facility should be reserved in advance through the registrar's office.
 4. Use of the college's student bulletin boards must follow the posting procedures.
- E. Bylaws
- Copies of the bylaws of a student organization must be on file with the Dean of Student Affairs and Enrollment Management.
- F. The Student Organizations and the College's Supervisory Role policy will be reviewed bi-annually.

REFERENCES:

Related Policies to Consult:

Carolinas College:

- ADMINISTRATIVE -
 - Fundraising Activities
- STUDENT AFFAIRS -
 - Promoting Events