



Student Organization Handbook

Office of Student Life

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All forms are available in the Document Library on the CCD website:
www.ccd.edu/docs/tags/student-organizations

Directory of Services

Auraria Conference Services | 303.556.2755

To reserve rooms in the Tivoli Student Union

Auraria Campus Police Department | 303.556.5000 | 1201 5th Street

Campus Police is required for after-hour events.

Student Life | 303.556.2597

Tivoli Student Union, Room 260 | [CCD.edu/StudentLife](https://ccd.edu/StudentLife)

Student resources such as food pantry, lending library, locker rental, event planning, student organization assistance, leadership training, and student outreach.

Student Advisory Committee to the Auraria Board (SACAB) | 303.556.4589

Tivoli Student Union Room 314

The Student Advisory Committee to the Auraria Board (SACAB) is comprised of student representatives elected from all three institutions on campus: Community College of Denver (CCD), Metropolitan State University of Denver (MSU Denver), and the University of Colorado Denver (CU Denver).

Student Government Association | 303.556.6532

Tivoli Student Union, Room 259 | [CCD.edu/SGA](https://ccd.edu/SGA)

Students elected to act as liaison to administration and responsible for administering student fees.

Community College of Denver: Student Life

The Office of Student Life increases community awareness, connectedness and understanding of the mission and vision of Community College of Denver (CCD).

The Office of Student Life is committed to enhancing the college experience of students by involving students in co-curricular programs, cultural experiences, leadership training and community building. Creating and supporting student organizations provides opportunities for this level of involvement.

At CCD, students are encouraged to explore opportunities outside of the classroom that support their academic development and growth as individuals. Student organizations at CCD help to promote these experiences.

Student organizations at CCD are vital to campus life. Students are encouraged to create organizations that are of interest to them. Their personal investment in hobbies and outside activities often make the best organizations!

The Office of Student Life believes that student organizations and activities should encourage involvement by all CCD students regardless of sex, race, age, religion, sexual orientation, or nationality.

Student organizations are an important part of the college experience and are a key aspect of student life. The information in this handbook will help create student organizations. If you have additional questions concerning Student Organizations, please feel free to visit the Office of Student Life, located in the Tivoli Student Union, Room 260 or call us at 303.556.2597.

The Purpose of Student Organizations at Community College of Denver

- 1) Build community between students, faculty, administration, and staff.
- 2) Help students achieve a sense of identity.
- 3) Give students an opportunity to develop leadership skills.
- 4) Enrich the college culture.
- 5) Develop an awareness of governmental processes.
- 6) Enhance the education of our students.
- 7) Provide students with the opportunity to develop marketable job skills.

Organization Recognition, Requirements & Responsibilities

Becoming an officially recognized student organization at Community College of Denver is easy. Simply complete the following four steps. Stop by the Office of Student Life if you need help or have questions in the Tivoli Student Union, Suite 260 during normal business hours, call 303.556.2597 or visit CCD.edu/StudentOrgs.

New Organizations

Easy Steps for Recognition as a Student Organization

1. Elect organization officers (president and financial officer). Choose a club advisor (CCD staff or faculty).
2. Create and keep an updated constitution. (Appendix A).
3. Submit an official Student Organization Registration Form (OSL-5) each semester (Appendix G).
4. Attend an Organization Orientation. (Required for the president, financial officer and club advisor).

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.

During the Organization Orientation, the Student Life staff will review all the resources, support and assistance available for new organizations. Contact the Office of Student Life at 303.556.2597 for the orientation schedule. Organizations may start and apply for official recognition throughout the academic year.

All student organizations are required to complete two service projects per academic year. Within two weeks of completing each project, the student organization must complete the "Student Organization Service Project Form" and submit the form to the Director of Student Life. (Appendix F, page 31)

All organization members must adhere to the Community College of Denver Student Code of Conduct (CCD.edu/StudentCode) and Auraria Higher Education Center rules, policies and procedures.

All organizations must submit to and maintain the following information for the Director of Student Life.

- An up-to-date active member list (Appendix B, page 27).
- An accurate list of all officers (Appendix G, page 32).
- Constitution that shall govern the operation of the organization through the Office of Student Life (Sample constitution, Appendix A, page 24).

Officer Requirements & 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

- must maintain a semester and cumulative grade point average of 2.3 or above
- enroll in at least 6 credits per semester at Community College of Denver
- remain in good standing with the Director of Student Life, Community College of Denver, and the Office of Student Life.

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:

- Minimum of **two** officer positions (president and financial officer). The officers must be active in the positions and the positions must be continuously filled.
- Advisor (CCD faculty 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 30 days to fill the position. If an advisor is not in place within the 30 days, Official Recognition for the Organization is on hold until a new advisor is in place.
- Complete **one** organization orientation per year (officers and advisor).
- Participate in **two** Student Life activities per semester (officers and members).
- Participate in **one** service project per semester (officers and members).

Organizations whose officers and advisors fail to attend the mandatory Organization Orientation or submit the required paperwork by the deadline or commit any other violations 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 (see Appeal Process, page 8).

Appeal & Suspension Procedures

Organization Suspension

The Director of the Office of Student Life reserves the right to suspend any student organization whose conduct is not in accordance with the rules set forth in this handbook, the standards of conduct as specified by the CCD Code of Conduct or the policies of the Colorado Community College System and the Auraria Higher Education Center (AHEC). A suspended organization or student organization officer no longer has access to funds, space reservations, equipment rental, or any other such privileges. Organization officers, advisors and members have the right to appeal a suspension through the appeal process.

Suspension Process

The Director of the Office of Student Life will send a written notification stating a specific deadline for the issue to be resolved to any organization or student member of the organization found in violation of governing regulations (see above, Organization Suspension). The Director of Student Life will suspend any organization or student member that fails to meet the written deadline. The organization or student members (s) may not participate in organization activities until further notice.

Appeal 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 30 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 CCD 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.

(Note: 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 Organization Funds

Each student organization has access to \$300.00 per academic year.

When students set up an organization, they are required to discuss the club's financial responsibilities with the Director of Student Life, [CCD.edu/StudentLife](https://ccd.edu/StudentLife).

All funded organizations and organizations under consideration for funding eligibility will follow these guidelines:

- Student Organizations shall not fund any activities, events, or organizations that do not adhere to school policies and procedures as stated in the Student Code of Conduct.
- The funding period for all student organizations shall be from the beginning of classes in the fall semester to the end of classes in the spring semester.
- All student organizations are required to participate in **one** organization orientation per year, **two** Student Life activities per semester, and **one** service project per semester. If an organization does not meet all of these requirements for the fall semester, the Director of Student Life will reduce the amount of available funding by 50 percent.
- Groups and organizations must have a positive, or at a minimum, zero balance at the end of the fiscal year that runs July 1 to June 30. No organization can enter the new fiscal year with a negative balance.
- Only funds that the student organization received through fundraising roll over to the next year.
- Organizations must follow all CCD accounting procedures. It is the responsibility of the elected treasurer to maintain all financial records and to ensure that the organization is following CCD policies regarding finances.
- Organizations must spend the allocated funds for the benefit of all organization members, Community College of Denver students and the Auraria Campus.
- Organizations must keep up-to-date and accurate financial records. The Treasurer should meet periodically with the Director of Student Life to compare account records and rectify any discrepancies.
- Organizations may not use Student Life funds to donate or use to benefit an outside group not related to CCD. Student fee funds benefit all organization members (retreat funds, conference fees, etc.), Auraria Campus, and CCD students. If the organization would like to donate money to assist CCD individuals, groups, or organizations, fundraising (bake sales, candy sales, etc.) is the most effective way to generate money.
- Student Organizations may submit a funding request to the Student Government Association to co-sponsor an event. Contact SGA, [CCD.edu/SGA](https://ccd.edu/SGA), or email the current SGA President.

Questions?

Director of CCD Student Life | 303.556.2597
Tivoli Student Union, Room 260 | [CCD.edu/StudentLife](https://ccd.edu/StudentLife)

Budget

Why Budget

The officers with the assistance of the organization advisor will develop a plan for fiscal responsibility with the allocated funds. A budget can be a helpful method for keeping track of group funds.

Use a budget to:

- Plan and control organizational finances.
- Describe organization goals expressed in financial terms within a set time.
- Estimate income and expenses in a detailed statement.
- Record the organization's activities during a given period.

A budget can:

- Help refine goals that reflect the realistic resource environment.
- Compel organization members to use funds efficiently and appropriately.
- Provide accurate information to adjust, analyze, and evaluate programs and activities.
- Aid in decision-making.
- Provide a historical reference for future planning.

Adapted from Leader Bits, The University of Kansas

Steps for Building & Maintaining the Organization Budget

1. Prepare an outline of the organization's planned activities for the coming year.
2. Determine the available funds.
3. Revise, review, coordinate, cross-reference, and assemble into a final budget; the budget must be flexible enough to anticipate adverse conditions overlooked during planning.
4. Vote to approve budget.
5. Keep an accurate on line log of financial transactions (income/expenses); check and balance records regularly.
 - a. Fill out budget sheet for each event (listing expenses, revenue, donations)
 - b. Attach receipts
 - c. Maintain paper or electronic file budget and financial files.
6. Assess budget regularly (contact Director of Student Life for budget status).

Funding Process Basics

- There are three (3) ways to purchase items: state issued p-card, Purchase Order, or reimbursement

- Submit an Official Function Form with a description of the event at least 3 weeks prior to the event date.
- If the Director of the Office of Student Life will be purchasing items with a P-card, set up a time to purchase requested items.
- All groups that receive funding must process all paperwork through the Office of Student Life; this includes returning receipts with all paperwork.
- For reimbursement, submit original receipts and a check request form (CCD.edu/CheckRequest) to the Director of Student Life within five (5) business days of the end of the event.
- Gift cards are not an allowable purchase. All CCD purchases made with CCD fiscal forms or placed on a College Procurement Card are tax-exempt.
- If an organization makes an unauthorized purchase, the individual making the purchase is responsible for the cost of the item(s).

Fundraising Reimbursements & Expenses

If you are planning an event, and want to be reimbursed for expenses, you **MUST** submit an Official Function Form (FIS-18, Appendix H, page 33) at least **three weeks prior** to the event date. **This is a state compliance issue.**

If you are having an event, please inform the Office of Student Life whether you are planning for reimbursement for supplies you will buy or if you want Student life to purchase the materials for you. You must notify Student Life **three weeks before the event**. The Office of Student Life will only reimburse you for your expenses if you follow this procedure. We will help you fill out the fiscal paperwork, but you **must** bring in the **original receipts** for your expense and the **list of the attendees** to the event. Additional proof or paperwork might be required.

A completed, signed copy of the forms should be attached to all expenses (room rental, food, etc.) related to the function.

The CCD president must approve the cost of any event over \$1,000.00.

Questions?

Director of CCD Student Life | 303.556.2597
Tivoli Student Union, Room 260 | CCD.edu/StudentLife

Publicize! Publicize! Publicize!

Posting on Campus for Organization Meetings & Fundraisers

General Information

The Auraria Higher Education Center (AHEC) is a college and university campus established by state law for the use and benefit of its constituent institutions of higher education. Students, faculty and staff of the Auraria institutions have first priority for the use of campus facilities. All uses of Auraria Campus facilities are subject to reasonable time, manner and place restrictions. Posting of announcements, handbills, posters, advertisements, flyers or printed material of any kind is prohibited everywhere on the Auraria Campus, except on authorized kiosks, bulletin boards, and other expressly designated areas.

Prohibited areas include the following:

- Light posts
- Windows (Interior & exterior glass surfaces, except as permitted in the Tivoli Student Union section below)
- Motor vehicles
- Trash cans
- Building exteriors
- Fences or trees
- Restrooms
- Parking lots
- Signs
- Doors (common hallway or building doors, except as permitted in the Tivoli Student Union (See below.)
- Classrooms
- Painted surfaces

The Auraria Campus does not allow chalking, tagging, painting or marking of any kind on campus buildings, grounds and facilities. The Auraria Campus allows water-soluble chalking on the ground level (sidewalk, no walls) exterior entries, to advertise special functions (sponsored by campus departments & recognized organizations and taking place on the campus) on the day of the event.

Regulations for Posting

- The name and phone number of the person or organization posting the material must be clearly identifiable on any posted material.
- Most Auraria buildings and grounds have designated areas set aside for the general display of announcements, posters, handbills, etc. All off-campus individuals and organizations may only post on general display areas, one posting per area and may not exceed 11x17 inches in size. Off-campus individuals and organizations must remove posted materials within 48 hours after the advertised event has occurred. Tivoli Student Union Staff will

remove all postings from general display areas at regular intervals throughout the semester and update bulletin boards every weekend.

- Institutional departments designate and post a written notice to reserve display areas for their exclusive use. Each department or organization is responsible for clearly designating and maintaining the reserved area.
- Post flyers advertising on-campus events (abiding by the criteria established herein) on the UNPAINTED brick pillars and on the glass surfaces of the building entrance doors (avoiding the vinyl letters on the glass.)
 - One flyer per surface.
 - Post flyers on the unpainted brick pillars up to one week in advance of the event.
 - Post flyers only on the glass surfaces of the Tivoli entry doors on the day of the event.
 - Tivoli Student Union staff may relocate flyers to avoid damage and to ensure ingress/egress from the building.
 - Flyers must advertise open events (not products or services, etc.)

The Auraria Campus Event Services office may authorize additional posting locations to maximize advertising opportunities for Campus sponsored events (Special consideration for Student Government election times.)

Posting Violations

Any postings not in compliance this policy will be removed. Individuals and organizations are required to pay repair and removal costs and may forfeit campus posting and scheduling privileges for repeated violations of this policy.

For the Complete AHEC Policies and Procedures, visit

<https://www.ahec.edu/services-departments/event-services/policies>

Questions? AHEC Office | Tivoli Student Union, Room 325 | 303.556.2755

Catering

The Auraria Campus features a variety of authorized caterers that provide services (food and beverages) within the buildings and on the Campus grounds. On weekends In the Tivoli Student Union, non-Campus caterers may provide food and beverages with a premium room charge paid by the sponsor.

Questions? ACES Office | 303.556.2755 | acesmaindesk@ahec.edu
ahec.edu/services-departments/event-services/caterers

Scheduling Facilities for Events & Meetings

Call Auraria Campus Event Services (ACES) at 303.556.2400, option 2 to speak with an event coordinator or view room availability at www.ahec.edu and click on "Campus Event Services" on the bottom left. From there, you proceed to "Check availability and Request Space".

Program Space Rates

Choose your space on this website. Student ORGS are typically Group 1
<https://www.ahec.edu/files/general/TSPT-recommendations.pdf>

Recognized student organizations should check with Student Life Offices prior to making facilities requests to ensure that they are following the appropriate institutional procedures and requirements.

Delegate

“Never doubt that a small group of thoughtful, committed citizens can change the world.”

Margaret Mead

Things to Keep in Mind When Delegating

- Include members in the decision-making process. Students will support what they have a hand in creating.
- It is through shared or delegated responsibility that members grow in their knowledge of the organizations affairs and develop pride in their accomplishments.
- If a member does not follow through on their assigned responsibility, do not relieve him/her of it by taking it on yourself. Find alternative ways of getting him/her to accomplish the assignment. Set specific periods and work assignments. If you panic and take the responsibility away, then there is a good chance the member will continue to act in a similar manner when given other responsibilities.
- Let the committee know of their importance. Show each member that you care.
- Pats on the back and kicks in the butt are equally important! Know when to use them.
- Programs happen because of committed organizations. Remember to provide opportunities to keep members interested and invested.
- Remember to follow up with each committee. This can be a part of your meeting agenda, which can take the form of brief updates on the committee's progress on achieving their tasks.

Executive Board

Roles

<p>Roles of the President</p> <ul style="list-style-type: none"> • Understand goals and purpose of the organization. • Read over the constitution and bylaws, reports, minutes, and speak with the advisor to see where the organization has been before you decide where it should go in the next semester. See that the constitution and bylaws of the organization are up-to-date and followed. • Make sure you thoroughly understand CCD policies and programs. • Act as chairperson at organization meetings. Call special meetings when necessary. • Work in conjunction with the other officers to be sure that all necessary forms are completed and submitted to the Office of Student Life in order to form and maintain an official organization. • Work in conjunction with the treasurer to maintain the organization budget. • See that the organization as a whole accomplishes its goals and fulfills its responsibilities and purposes. • Consider continuation of officers as recruiting new members are recruited. • Assume any additional responsibilities that the bylaws or organization may stipulate. • Represent the organization at functions. 	<p>Roles of the Secretary</p> <ul style="list-style-type: none"> • Record the minutes of all meetings of the organization. • See that all minutes, agendas, and related materials are available to all organization members and CCD students early enough to review materials for the meeting to which the materials pertain. • Set the calendar of regular organization meetings for each academic semester and make that calendar available to all officers, advisors, students, faculty, and staff at least one week before the first meeting of each academic semester. • Make copies of the current Constitution and Bylaws available to Organization members and CCD students if requested. • Maintain a file of actions and resolutions approved by organization and SGA. • Maintain attendance records. • Maintain roster of members. • Assume any additional responsibilities that the bylaws or organization may stipulate.
<p>Roles of the Vice-President</p> <ul style="list-style-type: none"> • Act as chairperson in the absence of or at the request of the President. • Represent the organization at functions. • Be prepared to assume the duties of the President at any time. • Maintain channels for students to express opinions, and • Assume any additional responsibilities that the bylaws or organization may stipulate. 	<p>Roles of the Treasurer</p> <ul style="list-style-type: none"> • See that all expenditures of organization funds are in accordance with college, state, and Student Life policy. • Maintain an up-to-date and accurate account of the organization budget at all times. • Complete all financial transactions of the organization in a timely fashion. • Use his/her signature to represent the organization on all financial documents affecting Student Government funds. • Report regularly to the Student Activities Coordinator transactions involving the funds that have taken place since the previous report, and • Assume any additional responsibilities that the bylaws or organization may stipulate.

The Purpose of an Executive Board

I. The Function of an Executive Board:

- A. It is the clearinghouse for all organization problems. This includes problem identification as well as the clearance of responsibilities.
- B. It coordinates all organization activities both within the organization and with other organizations.
- C. It takes official actions required by the bylaws.

II. Executive Board Membership and Meetings

- A. Membership usually includes the officers, the standing committee chairpersons and advisor(s).
- B. Executive boards are most necessary in larger organizations.
- C. The frequency of Executive Board meetings will depend upon the effectiveness of the organization and the efficiency of the officers. Most groups find it helpful to have an Executive Board meeting to prepare for each regular meeting of the organization.

III. Some Ideas for Success:

- A. Thoroughly inform the Executive Board of the organization's bylaws, objectives and traditions. Discuss these items at the first meeting of the year.
- B. The vice-president may exercise much of his/her responsibility in the Executive Board meetings. Some organizations name him/her the chairperson of this group and the president presides over general meetings.
- C. Strive for the idea of teamwork on the Executive Board. The members should be encouraged to support others on the committee with ideas for the success of specific assignments.
- D. The advisor can be most helpful at Executive Board meetings. Because the Board meetings are smaller, the advisor can speak more openly about organization problems.
- E. Discuss important business in Executive Board before presenting it to a general meeting.
- F. Completely consider business that requires general membership support. The Executive Board should give a great deal of thought to the issue in advance. It is the responsibility of the Executive Board to develop various alternatives and prepare checklists, panel discussions, role-play, etc., to stimulate general membership involvement in the ultimate decision.

Officer Transition

The key to a successful transition is making sure new officers understand their jobs before they take office. Define what is expected. There are a number of ways to conduct the officer transition. The following example demonstrates a commonly used method.

Team Effort

The team effort emphasizes mentorship of the incoming officers by the outgoing officers and the advisor.

Schedule a retreat or series of meetings where outgoing officers work with incoming officers to review past records/notebooks for the office and updating those together.

Discussion topics could include:

- Completed projects for the past year
- Upcoming/ incomplete projects
- Challenges and setbacks
- Anything the new officers need to know to do their job more effectively

The role of the advisor and officers could be:

- Facilitate discussion and be a sounding board for ideas
- Organize and provide the structure of a retreat
- Offer suggestions on various questions
- Refrain from telling new officers what they should do
- Fill in the blanks. If records are not available, give the new person anecdotal information based on position experience.

The structure of a team effort retreat can take many forms. The Advisor's role in this process is to provide historical background when needed, help keep goals specific, attainable/measurable, and provide advice on policies and procedures

Resources for New Officers

Things to include in a new notebook:

1. Any forms the officers may need to use.
2. Copies of previous meeting agendas.
3. A copy of the organization's constitution and bylaws.

Talk about what the officers hope to accomplish in the forthcoming year. Assess the officer's role in the organization. What are the expectations of each position? What are the student's expectations of the position and his/her goals?

Information provided by Jim Mohr, Advisor for Student Organizations and Greek Life, Eastern Washington University

Recruiting & Retaining New Members

Recruiting – Attracting People to Your Organization

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:

- Talk to your friends or people you believe would be interested in the activities of your organization.
- Send out general notices, brochures, and newspaper advertising requesting that students sign up to join your organization. Keep notices short and appealing.
- Ask each existing member to bring one new member to the next meeting.
- Set up a table to display your organization at the Student Involvement Fair (August), Fall Fest (September), and Spring Fling (April). 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.
- Follow-up: Contact each interested individual. Contact those who do not appear at meetings.

Quick Easy Steps

1. Design a Recruitment Advertising Campaign Using Visual Elements
2. Plan a Special Welcoming Meeting
3. Hold an Orientation for New Members

Retain Members – Give Them Reasons to Stay

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:

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

Difficulty recruiting members? Stop in and talk to a staff member in the Office of Student Life, Tivoli 309.

Leading Meetings

What Is Parliamentary Procedure?

Parliamentary procedure is a set of rules for conducting meetings. Everyone may speak and make decisions without confusion.

Today, *Roberts Rules of Order, Newly Revised* is the basic handbook of operation for most organizations, organizations, and other groups. Robert's Rules are available in most libraries.

Purpose

1. One topic at a time.
2. Courtesy to everyone.
3. Rules of the majority – Democratic Society.
4. Rights of the minority – Right to voice opinion.

Participants Duties

1. Chairman/President – Presides over the meetings. Lead members through agenda. (Appendix C)
2. Vice President – Assist the President in administration. All committees report to him/her. Takes the place of the president in their absence.
3. Secretary – Helps prepare order of business for meetings. Keeps an accurate record of each meeting through the meeting minutes. (Appendix D)
4. Treasurer – Prepares financial reports and receives all money due to organization
5. Members - Actively listen and participate in meetings while maintaining self-control and respect for others.

THIS IS A VERY ABRIDGED VERSION OF ROBERT'S RULES

The degree of order needed at a meeting is dependent upon the size and purpose of the group. The following are some basics of Robert's Rules of Order, which may be helpful for groups that need a degree of normality in conducting business.

Important Parliamentary Terms

1. **Quorum** – The minimum number of people who must be present for legal transaction of business. Suggested Vote: Two-thirds of the active members.
2. **Obtaining the floor** – Securing permission to speak (i.e. raising hand).
3. **Recognize** – To allow someone to obtain the floor in order to speak. Done by the President.
4. **Motion** – A proposal by a member, that the assembly take a particular action. Stated, "I move that..."
5. **Second** – To indicate support for consideration of a motion. Stated, "I second the motion."
6. **Discussion** – Refers to debate on the merits of a pending question; Agree or Disagree. Vote Required: Two-thirds
7. **Amendment** – A change to a bill (a proposed law). **Amendments** allow bills to improve as they progress. Discuss and vote on amendments in the same way as bills. Can be done by addition, subtraction or striking out. May second the vote. Vote for amendments in reverse order. Secretary should keep track.
8. **Point of Information** – Request for more information concerning a motion.
9. **Refer to Committee** – Members want more information before voting. Must second the vote. The President will choose the committee head.
10. **Previous Question** – Motion to call to an immediate vote. Requires a second and two-thirds vote because it limits the rights of the minority.
11. **Limit Debate** – Motion by limit, by time or number of speakers. Requires a second and two-thirds vote.
12. **Vote** – By secret ballot, roll call, or voice vote.
13. **Carried** – Passed or adopted motion.
14. **Question of Privilege** – Used to bring up a topic for immediate consideration because of its urgency (i.e. open windows). No second necessary. President responds to the request.
15. **Recess** – A short intermission.
16. **Adjourn**- Call meeting to end
17. **Call to order**- Meeting begins

Appendix A

Sample Constitution

Community College of Denver
Suggested Outline of Constitution

Article I. Name

The name of the organization or organization shall be

(State the official name of the organization).

Article II. Purpose

We, the members of _____ (organization name) at the Community College of Denver - Auraria Campus, hereby associate ourselves commit to

Article III. Membership

Section 1. The membership of this organization shall be open to all students on the Auraria Campus.

Section 2. A quorum of members for voting purposes shall be reached when _____ of the organization members are present. (Organization may decide: quorum may vary from 1/3 to 2/3 membership.)

Section 3. Any member absent for _____ consecutive meetings without valid excuses must petition for re-admission to the organization.

Section 4. Race, creed, nationality, religion, sexual orientation, gender, or GPA shall not be a factor in deciding which students may join an organization.

Section 5. State any qualifications for membership, other than mandatory requirements set by Student Life.

Section 6: State active member requirements.

Section 7. State what rights and privileges a full member has.

Article IV. Meetings

Section 1. Meetings held regularly at a time determined by the organization.

Section 2. State the number of meetings of the membership during the school year and the meeting times.

Section 3. State procedures for calling regular and special meetings

Section 4. State any fees/dues that are required.

Article V. Executive Board

Section 1. State the officers' titles. Although president, vice president, secretary, and treasurer are the traditional titles for officers, organizations are in no way obligated to use these titles.

Section 2. State precisely what each officer's duties will be. For example; The duties of the president shall be to preside at all meetings of the organization, to enforce the constitution, to decide questions of order, to appoint committee heads, to call special meetings.

The duties of the vice president shall be to preside at all meetings in the absence of the president, to be the officious member of all committees, to update the bulletin board, and recruit new members, and to...

The duties of the secretary shall be to keep records of the meetings, to maintain membership rosters, to take roll, to be responsible for correspondence.

The duties of the treasurer shall be to collect dues (if any), maintain financial records, make expenditures, and render regular reports upon request of the organization, Student Government, or Signing Authority.

Article VI. Elections

Elections shall be held on the _____ (specify time), by secret ballot. All active members of this organization will have one vote each, and there will be no proxy voting allowed.

Section 1. State which officer positions need a vote.

Section 2. State the length of the term of office for each position.

Section 3. State how many times a person may hold the same office.

Section 4. State the qualifications nominees must meet.

Section 5. State the nomination procedures and date of procedures.

Section 6. State who will count votes.

Section 7. State when installation of new officers will take place.

Section 8. State procedures for a runoff.

Article VII. Funds

State the procedures for the allocation of organization funds.

Article VIII. Committees/Divisions

(Optional) If organizations wish, they may specify standing and or ad-hoc committees, their purpose and composition (ex. fundraising, Halloween Scene, programs, etc.)

Article IX. Affiliations

State any affiliations with local, state, regional or national organizations.

Article X. Advisor

State the procedures, qualifications, and selection of an advisor and the function and duties of this position.

Article XI. Ratification

State how the membership will approve the constitution.

Article XII. Amendments

Submit amendments to the constitution to the President or _____ in writing for submission to the members for a vote. A _____ vote of membership shall suffice for adoption thereof, subject to approval by the Office of Student Life.

Article XIII. Bylaws

State the procedures for the inclusion of any rules or regulations.

Appendix B
Student Organization
Active Members List



Organization Name _____ Date _____

Name	Student ID#	Signature

Signature of Person Submitting Application

Position/Title

Appendix C

Sample Agenda

Community College of Denver
Organization Name
Agenda
Date

I. Call to Order

A. Sign in Sheet

II. Approve Agenda

III. Approve Minutes from last meeting

IV. Reports

A. President - Upcoming Events

B. Vice President - Committee Reports

C. Secretary

D. Treasurer - Account balances since last meeting

E. Advisor - Important info from administration

V. Old Business - Anything that happened at the last meeting that was not settled, needs updating or clarification

VI. New Business – Discussion priorities or votes on at the present meeting?

VII. Discussion topic (optional) - Guest speakers, ideas for discussion, activities, training sessions, etc.

VIII. Announcements

IX. Adjourn Meeting

Appendix D

Sample Minutes

Organization Name
Minutes
Date

I. Meeting called to order at 2:05pm

A. Present: List members who were present, absent, excused

II. No changes to Agenda

III. Minutes from last meeting-approved

IV. Reports

A. List what each member reported on

V. Old Business

A. List what was discussed, clarified, or settled from last meeting

VI. New Business

A. List the new business brought up for discussion as well as decisions made, important information, etc.

VII. Discussion Items

A. List the discussion items

VIII. Announcements

A. List the announcements made

IX. Meeting adjourned at 3:00pm

FUNDRAISING EVENT NOTIFICATION

Organization Name: _____
Chairperson(s) of Event: _____ Phone #: _____
Email: _____
Type of Event: _____ Event Date(s): _____
Cost of Item Being Sold: _____
Event Location/Address: _____

I affirm that I have read, understand, and agree to this form in its entirety and that the information supplied is true and complete.

Advisor's Name (Print Name): _____
Advisor's Signature: _____ Date: _____

Purpose of fundraiser:

Description of fundraiser:

Goal(s) of the fundraiser:

Return completed form to the Office of Student Life no later than 3 weeks prior to the start of sales.

If your organization does not receive approval within three business days from date submitted, please contact the Director of Student Life.

Fundraising concepts are approved on a first come, first served basis; duplicates may not be approved during the same semester.

Student Activities Office Use Only:

Advisor's Name (print name): _____ Signature: _____ Date: _____

Service Project Record

Group Completing the Project: _____		
Project Name: _____	Project Date(s): _____	
Population/ Organization Served: _____		
Total Number of Participants: _____	Total Number of Service Hours: _____	
<i>I affirm that I have read, understand, and agree to this form in its entirety and that the information supplied is true and complete.</i>		
Requestor: _____	_____	_____
Print Name	Signature	Date

Brief Project Description:

Names of Participants (Number of hours participated):

Please return this completed form to the Office of Student Life

Internal Use Only			
Received by: _____	Date: _____	Processed by: _____	Date: _____

Student Organization Registration

Check All That Apply (Form Must Be Filled Out Entirely): Year _____ **Fall** **Spring**
 Annual Registration **New Registration** **Advisor Change** **Officer Change**

Student Organization Name: _____

Previous Name (If Applicable): _____

Officers' Information Account # (Office Use Only)
(All officer information is open and public record) _____

1. PRESIDENT (Primary Officer)

Last Name	First Name	Middle Initial	
Street	City	State	Zip Code
Email	Phone	Student ID #	
Signature		Date	

2. VICE PRESIDENT (Secondary Officer)

Last Name	First Name	Middle Initial	
Street	City	State	Zip Code
Email	Phone	Student ID #	
Signature		Date	

3. TREASURER (Financial Officer)

Last Name	First Name	Middle Initial	
Street	City	State	Zip Code
Email	Phone	Student ID #	
Signature		Date	

4. SECRETARY (Administrative Officer)

Last Name	First Name	Middle Initial	
Street	City	State	Zip Code
Email	Phone	Student ID #	
Signature		Date	

Internal Use

Date Received _____

Fall Credits _____
 Fall GPA _____

Spring Credits _____
 Spring GPA _____

Orientation
 Funding
 Orientation

Fall Credits _____
 Fall GPA _____

Spring Credits _____
 Spring GPA _____

Orientation
 Funding
 Orientation

Fall Credits _____
 Fall GPA _____

Spring Credits _____
 Spring GPA _____

Orientation
 Funding
 Orientation

Fall Credits _____
 Fall GPA _____

Spring Credits _____
 Spring GPA _____

Orientation
 Funding
 Orientation

Student Organization Registration

PRIMARY ADVISOR (Check If New)

Last Name	First Name
Email	Phone
Department	Campus Box
Signature	Date

SECONDARY ADVISOR (*Optional*) (Check If New)

Last Name	First Name
Email	Phone
Department	Campus Box
Signature	Date

Internal Use

Orientation
 Funding
 Orientation

Orientation
 Funding
 Orientation

Constitution on File
 Account created
 Member list updated
 Database updated

Category
 Academic Honor Society
 Academic Professional
 Political
 Service
 Social
 Cultural
 Spiritual/Religious

SPENDING AUTHORITY

We, the undersigned, as spending authorities for _____, understand all the responsibilities associated with this position and thoroughly understand all the policies, procedures, and regulations governing the financial aspects of student clubs. We further agree to assume all consequences associated with the execution of the duties of this position.

Print Name	Signature	Date
Print Name	Signature	Date

RETURN THIS COMPLETED FORM TO:

Kathryn Mahoney
 Office of Student Life
 Tivoli 309
 (303) 556-2597
Kathryn.mahoney@ccd.edu

OFFICIAL FUNCTION/TRAINING FUNCTION FORM

State Fiscal Rule 2-7:

Official functions and training functions shall be held to achieve program objectives and shall be limited to reasonable and actual costs. The attendance of state employees at official functions shall be kept to a minimum and shall include only those individuals directly related to the purpose of the function. Expenditures shall be kept to a minimum as they have the potential of being perceived to be for personal benefit and an abuse of public funds. Expenditures incurred for official functions shall be approved by the chief executive officer or by a representative of the State agency or institution of higher education that has been delegated authority by the chief executive officer.

Definitions:

Official Function – A meeting, conference, meal, or other function that is hosted by the chief executive officer, or representative, of a State agency or institution of higher education, attended by guests and/or State employees, and held for official State business purposes.

Training Function – A meeting, conference, or other function which is hosted by a state agency or institution of higher education, attended by customers of the State and/or State employees, and held to enhance staff knowledge or to educate customers of the State or State employees, that are affected by the State agency or institution of higher education's operations or regulations. Training functions should have a written agenda, study materials, and be led by an identified presenter.

CCD Procedure:

A completed, signed copy of this form shall be attached to all expenses (room rental, food, etc.) related to the function.

Signatures:

All official function/training function forms must be signed by the requester, org owner and their vice president prior to the event. The president's signature is required if the cost equals or exceeds \$1,000.00.

Function Description: _____

Date: _____	Estimated Costs
Time: _____	Food: \$ _____
Location: _____	Room Total: \$ _____
Org Code(s): _____	Other: \$ _____
Contact Person: _____	Total: \$ _____

Please Print Name and Phone Extension

Requestor: _____ (Required) Print Name	_____ Signature	_____ Date
Org Owner: _____ (Required) Print Name	_____ Signature	_____ Date
VP/Provost: _____ (Required) Print Name	_____ Signature	_____ Date
President: _____ (Required if \$1,000+) Print Name	_____ Signature	_____ Date

List attendees, titles, and agency (include here or attach list). Clearly identify State employees.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Appendix I

Certificate of Exemption for Colorado State Sales

DR 0163 (02/08-07)
COLORADO DEPARTMENT OF REVENUE
DENVER CO 80261-0012

CERTIFICATE OF EXEMPTION FOR COLORADO STATE SALES/USE TAX ONLY

THIS LICENSE IS NOT TRANSFERABLE

USE ACCOUNT NUMBER for all references	LIABILITY INFORMATION		ISSUE DATE
	98-02622-0000	01 006	N 020 80

1111 W COLFAX DENVER CO

COLO DEPT OF HIGHER EDUCATION
COMMUNITY COLLEGE OF DENVER
ADMIN SERVICES
PO BOX 173363 BX 211
DENVER CO 80217-3363

Randy Weber
Executive Director
Department of Revenue

NEW AUTOMATED SERVICES FOR AND ABOUT BUSINESSES

The Colorado Department of Revenue Sales Tax Information System provides the following automated services:

- * Colorado Sales Tax Rates - find specific city, county and special district rates.
- * Verification of Sales Tax License Exemption Numbers - determine whether a Colorado sales tax license or exemption certificate is valid.
- * Tax Rates by Account Number - find sales tax rates and locations for specific sales tax accounts.

These services make it possible for taxpayers to help themselves to information 24 hours a day - without requiring the assistance of a customer service representative. In this way, more complicated or confidential tax information inquiries can be reserved for speaking to a live agent.

Listen and look for these services on the department's business tax information phone line at 303-236-FAST (3278); for specific account information, 303-238-SERV (7378) for general information or the DOR Web site at www.taxcolorado.com

Web users can try the new system online at www.taxview.state.co.us We are interested in your comments about the system. You can send us an e-mail with your comments through our Department of Revenue Web site.

Office of Student Life
Tivoli Student Union 309
Campus Box 205
P.O. Box 173363
Denver, CO 80217
Phone: 303.556.2597
Fax: 303.556.3632



OFFICE OF STUDENT LIFE GRAPHIC DESIGN REQUEST FORM

Department/Group/Person Requesting: _____

Phone number (we will need to follow up with a conversation): _____

Design Title: _____

Supervisor/Student Organization Advisor Signature: _____

Date Submitted: _____ Deadline/Date of Event: _____

Type (Facebook Photo, Flyer, Newspaper Ad, Email, etc):

Check one:

Poster Digital Sign Email Graphic Height: _____

Width: _____

Information for Event Graphic (Date, Time, Location, etc):

Concept/Idea of Design:

**PLEASE TURN FORM IN AT LEAST THREE WEEKS AHEAD OF FINAL
DUE DATE!**

**EMAIL WITH ALL DETAILS INCLUDING A MORE SPECIFIC
DESCRIPTION OF WHAT THE DESIGN NEEDS TO LOOK LIKE, AS WELL
AS WHAT WORDS ARE TO BE INCLUDED.**

RETURN THIS COMPLETED FORM TO:

Ashley Jaramillo
Office of Student Life
Tivoli 309
(303) 556-2597
ashley.jaramillo@ccd.edu

Popcorn Machine Rental Agreement Form

PLEASE PRINT CLEARLY

CONTACT INFORMATION

Name: _____ First M.I. Last
Name of Organization: _____
S#: S _____ Phone #: _____
Email: _____

SUPPLIES *(please check the appropriate amount below):*

12 packets of popcorn with 125 bags = \$40 24 packets of popcorn with 250 bags = \$80

PLEASE READ and INITIAL

_____ I understand that I am responsible for the popcorn machine.

_____ I agree to pick up the popcorn machine on _____.

_____ I agree to return the machine on _____.
If I do not return it by 5:00 pm on this day I will be charged a \$10 late fee for every day that it is late.

_____ I agree to keep the popcorn machine locked up if I have it checked out overnight.

_____ I agree to pay for all damages that occurred while the machine was in my possession.

_____ I agree to clean the popcorn machine with the provided cleaning materials or I will be charged a \$25 cleaning fee.

_____ I will be charged for any pieces or supplies that are found missing.

_____ I understand that I will be invoiced after returning the popcorn machine and will pay the total amount due upon receipt of invoice.

I have read and fully understand the Popcorn Machine Rental Agreement Form.

Renter: _____
Print Name Signature Date

Internal Use Only

Date Signed Out: _____ Signature of Staff Checking Out: _____

Date Signed In: _____ Signature of Staff Checking In: _____

Date Department Invoice: _____

Mascot Request for Appearance

Requested by: _____ First M.I. Last
Department/Organization: _____ Phone #: _____
Email: _____
Event: _____ Event Date: _____ Event Time: _____
Event Location/Address: _____
If different than the requestor, name of contact for the event: _____
Requested Time (Please note that Swoop is only available for 30 minutes time slots) : _____
<i>I affirm that I have read, understand, and agree to this form in its entirety and that the information supplied is true and complete.</i>
Requestor: _____ Print Name Signature Date

Event details/Purpose of the mascot appearance:

All requests must be submitted by email to Kathryn Mahoney in the Office of Student Life
at Kathryn.Mahoney@ccd.edu

Requests will be filled based on Swoop's availability. The requestor will be contacted once the
mascot's availability is determined.

Submission of the Mascot Request Form does not guarantee an appearance.

Internal Use Only			
Received by: _____	Date: _____	Processed by: _____	Date: _____