



**CENTRAL
TEXAS
COLLEGE**

2023-2024

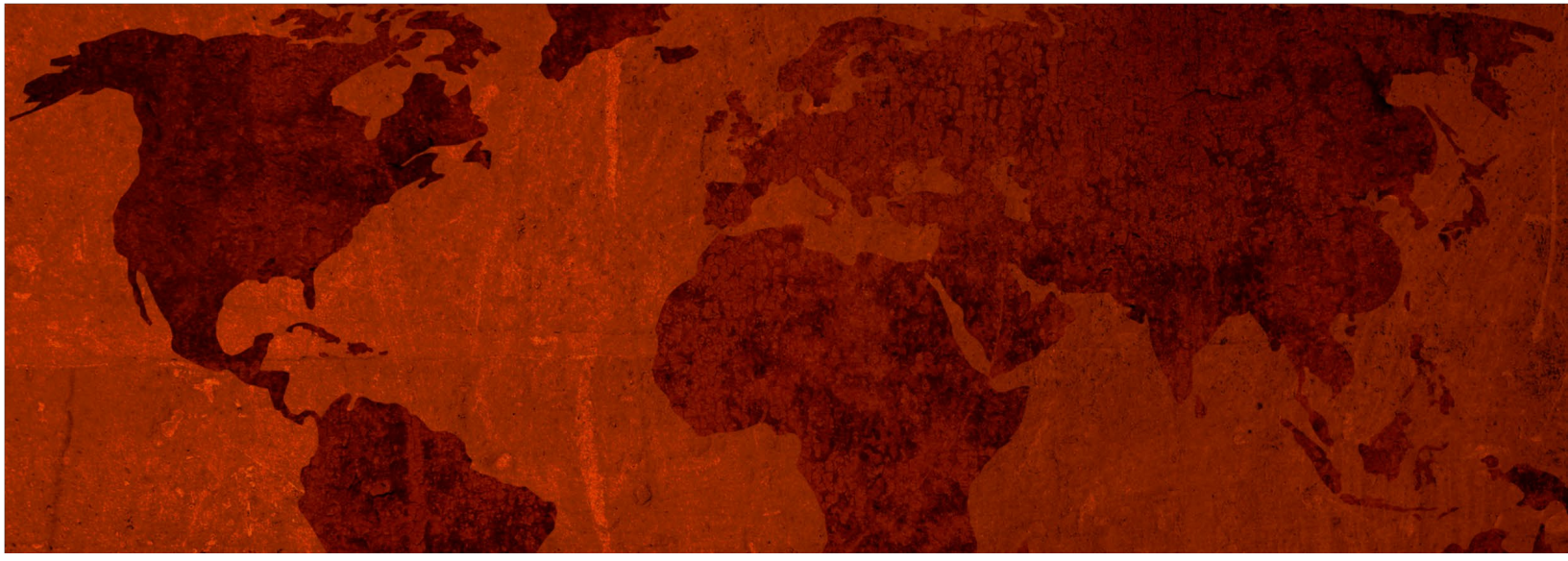
STUDENT ORGANIZATION & SPONSOR

HANDBOOK



**FOR STUDENTS OF
THE REAL WORLD.**

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Central Texas College

2023-2024

Student Organization & Sponsor Handbook

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Student Life & Activities Office

Bldg. 220 - Roy J. Smith Student Center

Room 130 (Student Lounge)

P.O. Box 1800

Killeen, TX 76549

SECTION 1: INTRODUCTION

What It's All About

Social and cultural activities play an important part in the life of the college student. The Student Life & Activities Office supports and guides student development by providing opportunities for individual and group interaction through student organizations, tournaments, field trips, and other social and seasonal activities.

The Student Government Association and other student clubs including religious, political, social, academic, special interest, and recreational organizations, operate on the CTC campus. All student organizations and activities must conform to the educational objectives and the administrative rules, regulations, and policies of the college as stated in the most current CTC catalog, student handbook, and this publication.

The Roy J. Smith Student Center, Bldg. 220, is the social center of the CTC campus. The Student Life Activities Offices, the Student Government Office, the Student Lounge, the Academic Studio, and a relaxation area for students are located on the first floor of the building.

Statement of Purpose

The purpose of this Student Organization & Sponsor Handbook is to give information to help plan and present quality activities and programs for student organizations.

Central Texas College (CTC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associated degrees and certificates of completion.

Central Texas College does not discriminate in admissions or access to, of, or treatment or employment in its programs and activities on the basis of race, color, religion, national origin, gender, disability, age, veteran status, genetic information, sexual orientation, gender identity, transgender status, or any protected class of individuals.

All information in this booklet is intended for use as a guideline and is subject to change. Should you have any questions or comments, please call the Student Life Activities Office.

Student Life Activities Office:

Roy J. Smith Student Center

Bldg. 220, Room 130

254-526-1259/1258

Disclaimer

CTC student organizations must comply with federal and state laws and regulations regarding discrimination on the basis of ace, color, religion, national origin, gender, disability, age, veteran status, genetic information, sexual orientation, gender identity, transgender status, or any protected class of individuals. Student organizations are open to any student currently enrolled at CTC regardless of location.

CTC does not sponsor secret organizations of any type. No unofficial student organizations are permitted to hold meetings or events on the CTC campus. Any form of hazing of any type (including but not limited to: forced physical conditions and/or mental attitude adjustments, and/or physical, mental, or verbal cruelty) will not be tolerated. Student organizations and individual students violating this statement are grounds for legal and disciplinary action, including expulsion. All club sponsors and officers have to complete the Club and Organization Sponsor and Officer Training on an annual basis in order to remain a recognized club on campus. The sponsor and officers in turn are to train club members accordingly. To assist with the training, the Club and Organization Sponsor and Officer Training Power Point presentation can be found at <http://www.ctcd.edu/locations/central-campus/student-life-activities/publications/>. Clubs are to follow all rules pertaining to the training received. Clubs in violation of these requirements may be subject to sanctions.

CTC and the Student Life Activities Office does not permit and does not condone the use and/or possession of alcohol, contraband, controlled substances, explosives, or illegal weapons at any school or student organization function, either official or unofficial, with or without the club sponsor, on or off campus. Any student organization found in violation will be removed from the campus and any individuals violating this rule will be referred to law enforcement agencies for prosecution.

SECTION 2: ORGANIZATION APPROVAL & COMPLIANCE

Creating an Organization

Any group of two or more currently enrolled CTC students may form a student organization by following these steps in order listed below:

Step 1: Visit the Student Life Activities Office to obtain the necessary forms.

Step 2: When complete, return these forms to the Student Life Activities Office. The Director of Student Life and the President of the Student Government Association will review the organization's goals and objectives and determine whether they are compatible and consistent with the philosophies and goals of CTC.

Step 3: The organization's sponsor and club representative will be referred to the next Student Government Association meeting to obtain approval from the General Assembly. If confirmed, the organization will be deemed "officially recognized", and thus entitled to all rights and privileges of campus organizations and must comply with all rules and regulations set forth by college policies and the Student Life Activities Offices.

Step 4: A signed copy of the completed forms will be returned to the organization's sponsor to keep on file.

Step 5: Newly formed clubs have to comply with all policies and procedures as outlined in this handbook.

Student Organizations

Student organizations are representatives of CTC and must abide by the rules and regulations of the college. Certain rights and privileges are granted to student organizations that are “officially recognized” by the college. However, the members of an organization must also agree to accept certain responsibilities and adhere to the rules as indicated.

Rights:

1. Use of CTC facilities for pre-approved events such as meetings, bake sales, car washes, or other functions free of charge.
2. Use of CTC vehicles by CTC sponsor to provide transportation to approved events free of charge with the exception of gasoline, provided all necessary forms are completed and approved prior to travel and confirmations of vehicle availability has been obtained.
3. Use of the CTC name as part of the organization’s name.
4. Guidance and leadership of a faculty/staff sponsor.
5. Representation in the Student Government Association.
6. Permission to sponsor and hold pre-approved activities on campus to raise money for the organization.
7. Publication of articles regarding meeting times, announcements of events, and other information in the CTC social media and other marketing opportunities.
8. Listing of campus organization name and description in various publications such as the Student Handbook, Catalog, and other printed materials.
9. Pre-approved advertisements may be posted on the CTC Events bulletin board in the Roy J. Smith Student Center, Bldg. 220, and other designated areas around campus, including the CTC official social media.

Responsibilities:

1. Complete all required forms to be “officially recognized.”
2. Notify the Director of Student Life Activities of any changes in status concerning the organization, such as name change, sponsor replacement, constitution/by-laws amendments.
3. Adhere to all CTC rules, regulations, policies, and procedures.
4. Comply with posting procedures as pertains to content, approval stamp of materials, where to post, and removal of items.
5. Submit a complete and up-to-date constitution and by-laws of the organization to the Director of Student Life Activities each fall semester prior to October 15th.
6. Submit a completed officer/membership roster each fall semester prior to October 15th.
7. The sponsor and four officers are **REQUIRED** to attend one of the Club and Organization Sponsor and Officer Training offered during the fall semester.
8. Have at least one representative attend all SGA meetings if possible. If absent from three consecutive meetings, “officially recognized” status may be revoked and all privileges may be suspended.
9. Open and maintain an organization account, either on campus with the Business Office or off campus in a local financial institution.
10. Ensure that active membership remains above two (2). If the roster falls below this number, the organization will be in danger of losing its “officially recognized” status.
11. The organization’s secretary must submit minutes from each meeting to the sponsor no later than one week after each meeting.
12. Open membership to all currently enrolled CTC students; do not discriminate based on race, color, religion, national origin,

gender, disability, age, veteran status, genetic information, sexual orientation, gender identity, transgender status, or any protected class of individuals.

13. Complete the Internal Event Approval Agenda and Checklist in eForms 30 days prior to the scheduled event.
14. If applicable, complete a Food Event Checklist and attach it to the Internal Event Approval Agenda and Checklist.
15. Meet all annual training stipulations as required as part of the CTC Club and Organization Sponsor and Officer Training. Noncompliance may result in club sanctions. The PowerPoint presentation pertaining to the training can be found at <https://www.ctcd.edu/locations/central-campus/student-life-activities/publications>
16. All participants may need to complete an Assumption of Risk Form. If necessary, they will be included in the Internal Event Approval form by Risk Management. The club sponsor will keep Assumption of Risk Forms on file for a minimum of 3 years after the event has occurred.
17. In case an event allows for vendor involvement, the club sponsor is required to contact Risk Management, at (254) 526- 1347, for appropriate guidelines on insurance requirements and forms.
18. All students age 17 or younger must complete and return a Parental Consent, Waiver, Release and Indemnity for Minor Students Form and the Important Information for Minor Students and Parents/Legal Guardians, also available in the Admissions Office at Central Texas College.
19. With the exception of Independent School District (ISD) sponsored activities or classes on CTCD campus, Parent/legal guardian is required to be present on CTCD campus (or elsewhere as dictated by the class requirements) at all times when Student, who is age sixteen (16) years or younger is on campus, in order to monitor the Student's activities and to be immediately available

in case of an emergency. This includes when student is present either in classes or participating in CTCD activities on or off campus.

Student Life & Activities Office

The Student Life Activities Office is responsible for coordinating the efforts of all campus organizations to ensure the opportunity for students to participate in activities that will complement their educational pursuits and enhance their social and personal lives.

Rights:

1. Organizations and sponsors will submit all necessary paperwork to the Director of Student Life Activities who will keep a permanent file for each campus organization.
2. Organizations and sponsors will inform the Director of Student Life of any changes to the organization's constitution, by-laws, or membership roster, or other modifications within two weeks of the change.
3. The Director of Student Life Activities may revoke "officially recognized" status and suspend any privileges for breach of agreement.

Responsibilities:

1. Provide all necessary forms to be completed by organization members and the sponsor to ensure proper procedures are followed, and that the policies of the group are consistent with the rules and regulations of CTC.
2. Maintain records of organizations, to include the constitution, by-laws, membership roster, and activity requests.
3. Offer Club and Organization Sponsor and Officer Training on an annual basis.

4. Maintain information on developing leadership skills, conducting effective meetings, holding productive fund-raising events, parliamentary procedure guidelines, and other materials of interest for ensuring the success of the organization.

Role of the Sponsor/Co-Sponsor(s)

The sponsor/co-sponsor is there to support and guide the club. They serve in an advisory capacity to a student organization to provide guidance to the organization and its members.

Sponsor Qualifications:

1. Any full-time exempt staff or faculty member of CTC
2. Must be 21 years of age
3. Cannot be a current student at CTC

Sponsor Duties:

1. Ensure that organization members are aware of, and follow, college policies and procedures; Student Code of Conduct; and local, state, and federal laws.
2. Ensure that the constitution, by-laws, and other policies set forth by the organization are clarified and followed.
3. Attend and assume responsibility for every organizational activity, both on and off campus. Schedule an individual training through Disability Support Services to be available during an event to assist students with disabilities.
4. Initiate and sign all appropriate forms for activities and events.
5. Travel with students on field trips sponsored by the organization.
6. Monitor and approve all monetary transactions and financial records of the organization.
7. Act as guide and mentor to organizational members. Provide advice, assistance, and guidance when needed.

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8. Maintain communication with organization members, Student Government Association, the Director of Student Life Activities, and other student organization sponsors.
9. Attend the annual Club and Organization Sponsor and Officer Training offered through Student Life and Activities and meet the component deadlines as indicated in the **Dates & Deadlines** section of this handbook.
10. Assure that four club officers attend the annual Risk Management Training as indicated in the **Dates & Deadlines** section of this handbook.
11. With the assistance of the club officers, train all club members by the date as indicated in the **Dates & Deadlines** section of this handbook.

Club Risk-Management & Procedures

Based on the **Texas Education Code, Section 51.936**; all club sponsors and four club officers from each club are required to attend an annual, mandatory Club and Organization Sponsor and Officer Training session offered through the Student Life Office, in order to remain a recognized club on campus.

Training Topics:

1. Possession and use of alcoholic beverages and illegal drugs, including penalties that may be imposed for possession or use
2. Hazing
3. Sexual Abuse and Harassment
4. Fire and other safety issues, including the possession and use of a firearm or other weapon or of an explosive device
5. Travel and event approval
6. Behavior at parties and other events held by a student organization, to include but not limited to substance abuse and alcohol.

In conjunction with other departments, sponsor and officer training will be offered by the Student Life and Activities Office on an annual basis during the month of October.

Groups established after the October training will be required to attend in-person training during the following spring semester.

Dates & Deadlines

Component	Due Dates for Fall Clubs	Due Dates for Clubs Founded after Fall Workshop
1. Complete Sponsor Acknowledgement Statement and Return to Student Life and Activities	September 16	At time of establishing of the new club.
2. Register for the in-person workshop (sponsor and officers) through the CTC online calendar by using the following link http://www.ctcd.edu/calendar/index.htm	September 16	January 30
3. Attend the in-person workshop, which also includes a section on Disability Services	Date TBA (Late September/ Early October)	Date TBA (Early October)
4. Provide a current membership roster to the Student Life and Activities Office	October 15	February 15
5. Complete the Online Follow up Survey	November 1	March 1
6. Train all Clubs/Organization's members and keep a sign-in roster	November 1	March 1
7. Submit a copy of the member training sign-in roster to the Student Life Office.	November 10	March 10

Club Documentation

All documentation has to be maintained by club sponsor for a period of **three** years. Copies of the documentation have to be forwarded to the Student Life Office as well. Failure to meeting the requirements above may result in Club sanctions to include suspension and possible removal of Club status by Central Texas College.

SECTION 3: ORGANIZATION DOCUMENTS

How to Write a Club Constitution

A constitution contains the basic rules of the organization. It is important to be clear and precise, but not overbearing. This constitution should be broad, while the by-laws should contain specific regulations. The constitution should contain all the elements included in the format shown over the next few pages. However, this is just a model and each organization is free to adjust the contents to meet the needs of the group.

Model Constitution:

Constitution for the ABC Organization

Preamble

Article I:

Name of the Organization

Article II:

Objectives or Purpose of Organization

Article III:

Membership

Article IV:

Officers

Article V:

Meetings

Article VI:

Committees

Article VII:

Finances

Article VIII:

Amendments

Established on MM/DD/YYYY

Preamble

We, the members of the ABC Organization, do establish and function with the purpose of furthering the _____ profession and our educational goals with respect to the rights of all students, enjoying liberties regardless of race, religion, creed, sex, national origin, sexual preference, or veteran’s status, and conforming to the rules and regulations set forth by Central Texas College.

Article I

The name of this organization shall be

_____.

Article II

The purpose of this organization shall be to _____

Article III

Membership

I. Membership shall be open to any currently enrolled student at CTC. No one shall be denied membership based on sex, handicap, race, creed, religion, age, national origin, sexual orientation, or veteran’s status.

II. Dues.

Article IV

Officers

- I. This organization shall have ____ executive officers and non-limited active members.
- II. The term of office for all elected officials shall be one calendar year beginning on the second Monday of November and ending the following year on the second Monday of November.
- III. The titles of the executive officers shall be:
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer

Article V

Meetings

- I. A quorum shall consist of at least one officer and ____ percent of the active membership in good standing.
- II. Meetings shall be held date/time/place.
- III. Emergency meetings shall be called when deemed necessary by a majority of the executive officers.

Article VI

Committees

- I. Names of standing committees, plus authorization for other committees, standing or special, as may be deemed necessary
- II. Authority of appointment or commission
- III. Duties and responsibilities.

Article VII

Amendments

- I. Any amendment requires a two-thirds vote of those present of those voting at an official meeting.
- II. All amendments must be ratified by ___ percent of active members.

This Constitution was adopted/revised/passed on the [day] day of [month], [year].

Organization President

Director, Student Life and Activities

Organization Sponsor

Date of Ratification/Revision

- End -

Model By-Laws:

By-Laws for the ABC Organization

Article I

Duties of the Officers

- I. President
- II. Vice President
- III. Secretary
- IV. Treasurer

Article II

Nomination of Officers

- I. Nomination of Individuals
- II. Qualification of Officers

Article III

Election of Officers

- I. Date of Election
- II. Manner of Election
- III. Counting of votes
- IV. Impeachment Procedures

Article IV

Meetings

- I. A quorum shall consist of at least one officer and ___ percent of the active membership in good standing.
- II. Meetings shall be held date/time/place.
- III. Emergency meetings shall be called when deemed necessary by a majority of the executive officers.

Article V

Committees

- I. Names of standing committees, plus authorization for other committees, standing or special, as may be deemed necessary.
- II. Authority of appointment or commission.
- III. Duties and responsibilities.

Article VI

Finances

//An example needs to be made here.

Article VII

Amendments

- I. Origin of change
- II. Voting Procedures
- III. Ratification Process

- End -

How to Write Amendments

Amendments to the constitution or by-laws may be introduced by an active member of the club.

Amendments to the Constitution:

The amendment must be submitted in writing to the executive officers for review and must be read at three consecutive, regularly scheduled, general membership meetings. It shall then be submitted for approval by a three-fourths vote of members present.

Amendments to the By-laws:

The amendment must be submitted in writing to the executive officers for review and must be read at the next regularly scheduled meeting. It must be voted on and approved by a three-fourths vote of members present.

The approved amendment must then be presented to the Student Life Activities Office to secure final approval by the President of Student Government and the Director of Student Life and Activities.

Model Amendment:

As (a) member(s) of the ABC Organization, (I/we) submit for approval by the general membership, the following proposal amending the organization's (constitution/by-laws):

Article ____, Section _____, (Paragraph _____, Sub Paragraph _____), should be amended to read:

{Insert the proposed amendment here}

Respectfully submitted by _____

Name

Club Position

Date Submitted

- End -

SECTION 4: PLANNING EFFECTIVE MEETINGS

As participants, be prepared so the meeting will run smoothly.

- ✓ Know the purpose of the meetings
- ✓ Research any background information
- ✓ Review the agenda
- ✓ Ask questions

Proper etiquette and good manners include:

- ✓ Arrive on time
- ✓ Do not interrupt
- ✓ Stay within time limit

Remember, you are part of a team, so:

- ✓ Support the group's efforts
- ✓ Get involved
- ✓ Share your ideas
- ✓ Be creative
- ✓ Take notes
- ✓ Be enthusiastic

Model Agenda:

ABC Organization

[Date]

[Time]

[Place]

- I. Call to Order
- II. Roll Call and Establish Quorum
- III. Reading and Approval of Minutes
- IV. Reports
- V. President
- VI. Vice President
- VII. Secretary
- VIII. Treasurer
- IX. Advisor
- X. Committee Reports
- XI. Unfinished Business (from previous minutes)
- XII. New Business
- XIII. Announcements (give date, time, and place of next meeting)
- XIV. Adjournment

How to Write Meeting Minutes

The outline of the minutes should follow the same outline as the agenda. Head minutes with the name of the organization, date, time, and place of meeting. Minutes should be written in the third person, should be brief, and should record actions only, not opinions.

Motions should be written completely, should carry the name of the sponsor of the motion, name of person who seconded, the motion, and the action taken, (e.g., motion was tabled until, motion carried, motion failed). Additions and corrections to the minutes should be noted in the left margin. Deletions should be lined through neatly. The official minutes for each meeting should be kept in a notebook or file for easy reference.

Model Minutes:

Name of the Organization

[Date]

[Time]

[Place]

- I. Call to Order at (time)
- II. Roll was called and quorum was/was not established
- III. Minutes were read and approved (as read, with corrections)
- IV. Reports
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - v. Advisor
- V. Committee Reports

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- VI. Unfinished Business (from previous minutes)
 - i.
 - ii.
 - iii.
- VII. New Business
 - i.
 - ii.
 - iii.
- VIII. Announcements (give date, time, and place of next meeting) IX.
Adjournment at (time)

Submitted by:

Secretary

Date

Approved by:

President

Date

SECTION 5: FINANCES

Agency Fund Account

Advantages:

- use of the CTC tax exemption number
- ease of depositing/withdrawal
- control to accessing monies

Procedures to establish Agency Fund Account:

1. Contact the Director of Student Life and Activities. He/she will contact Budget Management for assignment of an account number and notify the club sponsor of the number.
2. Make deposits directly at the Business Office.
3. The Treasurer should maintain accurate bookkeeping records which should be reviewed periodically by the sponsor.

Procedure for withdrawing funds:

1. The Club authorizes expenditure.
2. The Treasurer takes a handwritten request, along with the Treasurer's, President's, and Sponsor's signatures and all supporting paperwork (invoice, bill receipt), to the Director of Student Life Activities.
3. The Director of Student Life Activities enters the requisition number into the Colleague System.
4. The Director of Student Life Activities notifies the sponsor of the requisition number
5. The requisition number is approved through the chain of authority.
6. The completed request and check will go through the Student Life Activities Office.

Note: The Sponsor may enter the requisition number directly, eliminating several steps and saving time.

Off-Campus Accounts

Off-campus bank accounts are not allowed. It is extremely ill-advised to place an ongoing club's funds into private institutions where there are to be multiple transitions of leadership and where the funds are not securely protected and sanctioned by CTC.

SECTION 6: FACILITY AND EQUIPMENT USAGE

Facilities

“Officially recognized” student organizations have the privilege of using CTC facilities (classrooms, dining rooms, fields, etc.) on a first-come, first-served basis, at no cost for scheduled meetings and activities when the event is not-for-profit.

All facility requests for activities should be requested via the process and procedures defined in Policy 180 of the Safety Policies and Procedures Manual.

All facilities must be reserved through AdAstra in the Faculty and Staff page. The organization sponsor may secure reservations. The Student Life and Activities office staff will contact you to approve or disapprove the use of the space based on availability.

The club sponsor is responsible to complete work orders for chairs and tables depending on the location, such as the Campus Center. To complete the work order, go to the Faculty and Staff page and complete

the Maintenance Connection form. Remember to indicate a “pick up” date as well.

The CTC Police Department (526-1427) must be hired for dances and/or large events held on campus. Arrangements should be made directly with the CTC Police Department at least a month in advance of the event. The CTC Police Department will determine if its services are required and how many officers are needed. The club will be billed for the cost of such services.

Organizations are responsible for leaving the facility in the same condition it was found. There should be adequate supplies and personnel on hand to clean-up the facility immediately following the activity. Failure to do so will result in cleaning charges assessed to the organization by Custodial Services.

Use or special set-up of tables, chairs, podium, or other special equipment must be arranged by the club sponsor via Maintenance Connection:

For further assistance you may contact Facilities Management at 254-526-1588.

Access to buildings after normal working hours must be coordinated with the CTC Police Department. Organizations will not be issued keys for unsupervised access to any building.

Multimedia Equipment

All equipment, such as microphones, overhead projectors, speakers, televisions, and other such items, must be requested by the club sponsor. Requests should be made *at least one week prior* to the event with the IT-Multimedia Event Request form by submitting an eform via Etrieve.

SECTION 7: HOW TO PLAN FOR AN INTERNAL EVENT

Internal Event Approval Agenda and Checklist Eform

All faculty and staff members should have access to the aforementioned eform. It is the Club Sponsor's responsibility to ensure that this form is submitted well before the date of the event so things can run smoothly. This document grants permission for internal events and lists many different facets that require approval and careful planning in order for the event to be successful. The Club Sponsor is regarded as the "Initiator" in this form. Be sure to fill out all sections of the form as they apply to the event.

This form can take a very long time to be approved; it is highly recommended to submit this form at least 8-10 weeks before the event occurs.

Steps to Complete the Eform:

Contact Information:

1. When entering the information, list the CTC extension and the "@ctcd.edu" email of the initiator.
2. List the Department/Organization (Club) that the Initiator oversees.
3. Where it says, "*Search for Assoc. Dep. Chancellor/Dept. Chair*", it **must be Mariceli Santiago-Cruz** that is selected.
 - a. Type *Mariceli* into the search bar
 - b. Click on "*Search*"
 - c. Click on "*Choose...*" drop-down
 - d. Select **SantiagoCruz, Mariceli**
4. Where it says, "*Dean or Associate Deputy Chancellor*", it **must be the Dean of Student Success** that is selected.
 - a. Click on the drop-down
 - b. Find and click on **Dean Student Success**

Agenda:

Fill out this section as it applies to the event. It is best to have all of this planned out before the form is even opened. Keep in mind that a separate agenda may be attached to this form if the sponsor wishes to.

Food Catering/Business Services:

Fill out this section as it applies to the event. The form will expand depending on what is selected, so fill out completely if elaboration is required.

Risk Management/Legal Review:

This section will be completed by the Director of Risk Management. If any is necessary for him to complete this area, he will request more information.

Police Services:

Campus Police will include information on how many officers should be present at the event, if any. Security is very important, so think carefully about how many officers are required.

SECTION 8: TRAVEL

Step 1: The Club Sponsor must complete an Activity Approval Form for any event or activity planned by the student organization. This must be submitted to the Student Life Activities Office for proper approval signature.

Step 2: A **Request for Travel Authorization (RTA)** via a requisition in Colleague. The RTA should include the name and CTC ID of each student and participant. All student travel must be approved as a

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club/organization activity, even if no college vehicle is used or no college or club funds are involved.

Step 3: All Students who travel to an off-campus activity must complete and sign an Assumption of Risk form. A separate release form must be completed for every student for every event involving travel off-campus as part of an organization's activity. A copy of the form has to be provided to the Student Life Office at least 7 days prior to traveling. The club sponsor is required to keep the Assumption of Risk forms on file for a minimum of 3 years after the event.

The RTA and Release Forms must be signed and approved before any off-campus travel can happen.

Step 4: CTC vehicles can be reserved by the sponsor only, on a first-come, first served basis. The driver must be the club sponsor and must be on the approved driver's list through the Risk Management department. All matters concerning college vehicle use and reservations can be directed to the Service Coordinator at (254) 526-1196. Members who use their own vehicles can be reimbursed through the club account funds and must be on the approved driver's list. For questions regarding the driver's list please contact Risk Management at (254) 526-1556.

Step 5: CTC vehicles must be returned to Facilities Management on time and with a full tank of gasoline. You must record the time in and mileage on the appropriate form.

Step 6: Upon return, any funds that were spent for the excursion can be reimbursed by completing a Travel Expense Voucher (TEV), and forwarding it through the appropriate channels.

SECTION 9: FOOD SERVICE

Sales

All club activities need prior approval from the Director of Student Life and Activities. Clubs are required to have their activities approved at a minimum 14 days prior to the event.

Food sales are a great fund-raising idea for campus organizations. Hot dogs, popcorn, chips, and baked goods are a few top selling items. Registration periods are excellent times to set up a booth as well as dates when computer time is due for developmental classes (Sid M. Wieser Career and Technology Education Center, Building 253).

In case of food sales, the Activity Approval Form needs to be accompanied by a completed Temporary Food Event Check List. Forms can be printed using the following link

<https://www.ctcd.edu/locations/central-campus/student-life-activities/publications/> and are also located at the end of this handbook.

Catering

Great Western Dining can provide food and beverages for meetings, luncheons, receptions, initiations, fund raisers, and other approved activities.

Great Western Dining has the first option to handle any catering services that are needed. Requests should be made directly to Great Western Dining, 526-1786. Other catering services are only authorized if Great Western Dining declined to cater an event.

SECTION 10: ADVERTISING

In addition to good planning, advertising is an integral part of any activity. Organizations must include an advertising strategy in their plans to make activities successful.

1. Begin advertising several weeks before the planned event. People need to know early enough so they can make plans and arrangements to participate. Include who, what, when, where, why, and how much on all advertising materials. Flyers have to be approved and stamped by the Student Life office prior to posting. All flyers without appropriate approval will be removed.
2. All press releases must go through the Marketing & Outreach Office at (254) 526-1999 and not directly to the newspaper or radio station.
3. Fund-raising events should list the amount to be charged as “donations” instead of “cost.” Sales of opportunities to win such as “drawings,” or “sweepstakes,” or “raffles” are not allowed.
4. Clubs/organizations may post flyers at the “CTC Events” bulletin board in the Roy J. Smith Student Center (Bldg. 220). Be sure to give a flyer or other information to the Marketing and Outreach office, and take copies to the Enrollment Center (Bldg. 209), as these are two major traffic areas on campus. The Library, Criminal Justice Building, Academic Building, Nursing/Science Building, Morton Hall, and the Student Center are also good places to display information. At no time will flyers be posted on windows, walls, or doors.
5. Organizations are allowed to publicize their activities with signs, posters, flyers, banners, table tents, etc. All of these items must have an approval stamp, obtained in the Student Life Activities Office (Bldg. 220, Room 130 526-1258), prior to posting. It is recommended to have the master copy stamped before making copies. Please remember that all items have to look professional.

Advertising (cont.)

6. Posting is not permitted on the following: trash receptacles, trees, flag poles, light poles, windows, walls, doors, or car windshields, etc.
7. Signs and posters may be placed on bulletin boards only. The use of paint, chalk, whitewash, or similar materials on CTC property is not permitted without prior approval.
8. Information contained in any form of publicity should be in good taste and should reflect the goals, principles, and mission of the college. Signs containing obscene, vulgar, offensive, or libelous information are not allowed. All signage needs to be approved by the sponsor prior to submitting it to Student Life for stamping.
9. Signs may be posted in a foreign language; however, there must be an English translation on the same sign. Both the foreign and the English must be legible and large enough for everyone to read and understand.
10. All advertising materials must be removed by the organization within 24 hours after the event to which it relates has ended.
11. Ask permission in each building to post signs, especially on department bulletin boards.
12. Any publicity posted in violation of these policies will be removed.

SECTION 11: POLICIES

Hazing/Bullying

Definitions:

1. Hazing: "Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:
 - A. is any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
 - B. involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
 - C. involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, other than as described by Paragraph (E) of the Educational Code, that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
 - D. is any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code; or involves coercing, as defined by Section 1.07, Penal Code, the student to consume:
 1. a drug; or
 2. an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated, as defined by Section 49.01, Penal Code.
2. Pledge: Any person who has been accepted by, is considering an offer of membership from or is in the process of qualifying for membership in a club/organization.
3. Pledging: Any action or activity related to becoming a member of a club/organization.

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4. Organization: A club, fraternity, sorority, association, corporation, order, society, corps, or service, social, or similar group, whose members are primarily students.

PERSONAL HAZING OFFENSE - A person commits an offense if the person:

- 1) engages in hazing;
- 2) solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- 3) recklessly permits hazing to occur; or
- 4) has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the dean of students or other appropriate official of the institution.

Failing to report a hazing offense will be addressed administratively as well as criminally.

CLUBS/ORGANIZATION HAZING OFFENSE.

A club/ organization commits an offense if the club/organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing. An offense will be addressed administratively and criminally.

CONSENT IS NOT A DEFENSE. It is not a defense to prosecution of an offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

IMMUNITY FROM PROSECUTION AVAILABLE. In the prosecution of an offense, the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and who does testify for the prosecution. Any person reporting a specific hazing incident involving a student in an educational institution to the dean of students or other appropriate official of the institution is immune from civil or criminal liability that might otherwise be incurred or imposed as a result of the report.

Immunity extends to participation in any judicial proceeding resulting from the report. A person reporting in bad faith or with malice is not protected by this section.

Alcohol

Students are admitted to CTC for the purpose of educational, social, and personal enhancement. As members and/or sponsor of an organization, certain rights and privileges are granted, as well as certain duties and responsibilities essential for creating an environment where all students can learn how to live productive, fulfilling lives. Substance and alcohol abuse disrupts this environment and threatens not only the lives and well-being of our students, faculty, and staff, but also potential educational, social, and personal enhancement.

The College District, consistent with local, state, or federal law, will impose sanctions against any student or employee who violates the standards of conduct. These might include completion of an appropriate rehabilitation program, suspension or expulsion from school, termination of employment, or referral to authorities for prosecution.

The following documents reflect the school's policy on alcohol usage while on college property or at college-sponsored activities. It is the responsibility of both club members and the sponsor to see that these rules are strictly enforced.

Illicit Drugs

Standards of conduct that prohibit the unlawful possession, use, and distribution of illicit drugs and alcohol by students and employees on college property or as part of any college activity.

CTC Drug and Alcohol Abuse Policy

Faculty, staff, and students of CTC are expected to abide by local, state, and federal laws pertaining to controlled substances and illegal drugs. More specifically, the Institution prohibits "manufacturing, possessing, having under control, selling, transmitting, using, or being party there to any illegal

drug, controlled substance, or drug paraphernalia on college premises or at college sponsored activities.”

The City of Killeen, home to Central Campus, currently has a local law that allows possession of small amounts of marijuana. However, that law does not affect the validity of the CTCD policy prohibiting marijuana on CTCD premises or the authority of CTCD police officers to arrest anyone in possession of marijuana on CTCD premises or at college-sponsored events.

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Each student is expected to act in a manner consistent with the college’s functions and goals as an institution of higher learning. The following behavior may be viewed as prohibited and subject to disciplinary action due to the interference with the lawful and orderly use of a college premises, facilities, and activities in which students are involved (Disciplinary Misconduct).

SOLICITATION OF GIFTS AND DONATIONS

Often organizations approach outside vendors for donations of gift certificates, door prizes, or food items for fund-raising activities or other events.

Public or private fund raising activity on behalf of CTC, or the faculty or our students is not authorized without the coordination and concurrence of the Executive Director of the CTC Foundation.

Coordination will ensure that there are no redundant fund raising efforts in which the public at large, or community businesses, industries, or civic clubs, are repeatedly asked to contribute to support some activity of the college. This destroys CTC’s credibility in obtaining complete community support for the major fund raising activities of the college and reflects a perceived lack of sensitivity when viewed by the prospective donor. Any deliberate disregard of this policy will be handled through the CTC Foundation and the Chancellor’s office.

SECTION 12: REFERENCE NUMBERS

Audio/Visual Equipment	526-3103
Business Office	526-1217
Campus Police	526-1427
Community Relations & Marketing	526-1223
Desktop Publishing	526-1567
Food Services	526-1786
KNCT Radio	526-1176
Printing	526-1156
Room Reservations	526-1258
Student Government Association	526-1151
Student Life Activities Office	526-1258
Vehicle Reservations	526-1366
Work Orders/Physical Plant	526-1196

SECTION 13: CLUB LISTINGS

<u>Club Name</u>	<u>Number</u>	<u>Email</u>
Muse Association – Fine Arts	526-1572	julie.andrada@ctcd.edu
Sigma Kappa Delta	526-1672	destringel@ctcd.edu
Student Government Association (SGA)	526-1258	msantiagocruz@ctcd.edu
Bible Student Fellowship	526-1830	barbara.little@ctcd.edu
Culinary Hospitality Arts Club	526-1955	GBluhmdeSal@ctcd.edu
National Federation of Licensed Practical Nurses	526-1883	lr Ramirez@ctcd.edu
NET IMPACT	526-1788	chastity.clemons@ctcd.edu
Otaku Unlimited Anime Club	526-1457	Shawn.Grigsby@ctcd.edu
Phi Theta Kappa	526-1164	cmurphy2@ctcd.edu
Psi Beta Psychology National Honor Society	526-1540	joyce.bateman-jones@ctcd.edu
Speech and Debate Club	526-1404	thunt@ctcd.edu
Student Nurses Association	526-1986	dmoon@ctcd.edu
TAMUCT ROTC	519-5710	Richard.Heathman@ctcd.edu
Writer’s Guild	526-1475	cynthia.oser@ctcd.edu
Virtual Geeks Gaming	526-1792	Tracy.Martin@ctcd.edu

SECTION 14: FORMS

The various club forms follow in this section. Clubs may copy these form as needed. Forms are also available online by using the following link:

<https://www.ctcd.edu/locations/central-campus/student-life-activities/publications/>

Forms included:

1. Acknowledgement Of Notification Possible Hazards
2. Activity Approval Form
3. Application For Recognition
4. Official Recognition Form – Yearly
5. Membership Roster
6. Mission Statement
7. Policy No. 175: Temporary Food Events & Potluck Events
8. Temporary Food Event Check List
9. Sponsor Acknowledgement Statement

Please contact the Director of Student Life and Activities in case of questions.



**CAMPUS STUDENT ORGANIZATION
Application for Recognition**

Organization: _____ **Date:** _____

The following steps must be completed BEFORE submitting this Application for Recognition:

- The club has obtained at least 10 members.
- There is a full-time CTC faculty/staff member designated as Sponsor.
- A Constitution and a complete list of Bylaws have been filed with the Director of Student Life and Activities.

I do hereby certify that the conditions for “official recognition” have been completed and agree to abide by the rules and regulations of this organization and of Central Texas College.

Organization President

Date



I have read the Constitution and Bylaws for the above-mentioned student organization and give my approval for its recognition as an officially recognized student organization.

Director of Student Life & Activities

Date





**CAMPUS STUDENT ORGANIZATION
Official Recognition Form - Yearly**

The _____ (Student Organization Name) requests recognition from Central Texas College for the _____ - _____ school year. The organization sponsor and members agree to comply with all the rules and regulations of CTC. The organization does not discriminate against, nor exclude from participation in any of its programs or activities, any person on the basis of race, color, religion, national origin, gender, disability, age, veteran status, genetic information, sexual orientation, gender identity, transgender status, or any protected class of individuals. The sponsor, by signing below, indicates knowledge and understanding of the requirements and responsibilities and agrees to sponsor this organization under these conditions. Organizations seeking yearly recognition must submit this form AND an Application for Recognition to the Student Activities Office no later than October 15 of this year.

<u>Officers</u>	<u>Name</u>	<u>Signature</u>
President	_____	_____
Vice President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
SGA Representative	_____	_____

Organization Sponsor _____
Date

Director of Student Life & Activities _____
Date

As President of the CTC Student Government Association, I do hereby certify that the abovementioned student organization has been voted on and approved by the General Assembly to an “officially recognized” student organization with all the rights and privileges thereto appertaining.

President, Student Government Association _____
Date



**CAMPUS STUDENT ORGANIZATION
Membership Roster**

Organization: _____ Date: _____

Sponsor: _____ Co-Sponsor: _____

Officers

President: _____

Vice President: _____

Address: _____

Address: _____

City/Zip: _____

City/Zip: _____

Phone: _____

Phone: _____

Secretary: _____

Treasurer: _____

Address: _____

Address: _____

City/Zip: _____

City/Zip: _____

Phone: _____

Phone: _____

SGA Rep: _____

Address: _____

City/Zip: _____

Phone: _____

Student Organization & Sponsor Handbook

Active Members

1. _____
2. _____
3. _____
4. _____
5. _____

6. _____
7. _____
8. _____
9. _____
10. _____



CAMPUS STUDENT ORGANIZATION

Mission Statement

The purpose of the _____ is

Central Texas College District

Safety Policies & Procedures Manual Policy No. 175: Temporary Food Events & Potluck Events

I. PURPOSE

To ensure compliance by CTCD employees, faculty, and students with the requirements and responsibilities for temporary food sales and events (See, e.g., Texas Health and Safety Code § 437.001 et. seq.) and to aid in the prevention of foodborne illness.

II. SCOPE

This policy applies to all CTCD employees and students at all locations.

III. POLICY

Temporary Food Events (“TFE”) are defined as all food sales or distribution, including bake sales and food sold by third party vendors that are held or sponsored by any employee or student group, or other approved group at CTCD, including potluck events. This policy does not apply to food prepared by food service vendors contracted with CTCD for full time food service.

A. General Guidelines

1. Food Sales

All employees or employee groups wishing to hold or sponsor a TFE where food will be sold or served must submit the TFE form found in Section 5 of this Manual, along with the Internal Event Checklist e-form (See Policy 180 for Internal Event Checklist e-form requirements and deadlines).

Failure to submit the TFE and e-form in a timely manner may result in denial of the event.

All TFEs are encouraged to utilize CTCD’s contracted food service vendor available on their campus to prepare the food for their function. Students, employees or groups wishing to use vendors other than CTCD’s contracted food service vendor must obtain prior approval from the Director of Business Services.

Food shall be prepared only in a licensed or permitted establishment: No home prepared foods of any kind, including ice, may be sold at any TFE.

2. No seafood in any form may be served.

A list of ingredients must be posted in plain view for each item being sold.

All food preparers and servers will wear and utilize appropriate sanitary equipment and procedures to include:

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3. Food Preparation
 - a. All food shall be obtained from approved sources and be in sound condition;
 - b. Chilled foods (milk, approved foods containing milk products, eggs, etc.) are to be maintained at 41° F or lower;
 - c. Cooked meats are to be cooked to the required minimum internal temperature (a properly scaled, metal stem-type thermometer is required to determine proper internal cooking temperature): • Poultry 165° F; • Ground meats 155° F; • Pork 145° F; • Other meats 145° F;
 - d. Heated foods are to be maintained at 135° F or higher (a properly scaled, metal stem-type thermometer is required to determine proper holding temperature);
 - e. All condiments, including onions, relish, sauces, peppers, catsup, mustard, etc., must be provided in single serving containers or packets;
 - f. Ice for human consumption must be stored separately from ice used to refrigerate drinks or other food items. Ice storage units must be constructed to drain as the ice melts. This is also important for nonconsumable ice, in order to prevent the drink or food containers from coming into contact with melted ice.
 - g. All beverages, except hot coffee or tea, shall be served in prepackaged single serving containers.
 - h. Keep all foods tightly covered.

4. Equipment
 - a. Food serving utensils are required – i.e. ice scoops, tongs, forks, spoons, etc.;
 - b. Food, utensils and single service articles shall be protected from contamination during storage, preparation, display, and service;
 - c. Food contact surfaces shall be easily cleanable;
 - d. Three suitably sized basins, detergent and sanitizer shall be provided for cleaning equipment and utensils [to wash, rinse and sanitize];
 - e. Utensils and work surfaces should be sanitized prior to use, and as frequently during use as necessary, by using a 1 capful of liquid bleach to one gallon of cool water. Do not add soap to the sanitizing solution;
 - f. Disposable paper towels;
 - g. Disposable eating utensils;
 - h. Appropriate thermometers are required to determine cooking, serving and chilled temperatures;
 - i. Appropriate sized covered trash containers;
 - j. All food, food containers, utensils, napkins, straws, and single service articles must be stored well above floor level and adequately protected from risk of splashes, dust, insects, weather, or other contamination.

5. Personal Hygiene
 - a. Disposable plastic gloves;

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- b. Hair nets or other suitable hair restraints;
- c. Eating, drinking or tobacco use in any form is prohibited at the preparation and service sites;
- d. Food handlers are to wash their hands as frequently, as needed, to maintain sanitary conditions, even though disposable gloves will be used. Hands shall be washed in warm running water with soap and dried on a disposable paper towel. Hands will be washed after using the restroom, eating, sneezing, or coughing, handling raw meat, handling garbage, etc.;
- e. People with a contagious disease (fever, colds, flu, diarrhea, pink eye or other eye infections, etc.) or skin conditions (boils, infected wounds, or rashes) that may come in contact with or spread through food, food handling, or person-to-person contact, are prohibited from preparing or serving food at a TFE;
- f. Conveniently located restroom facilities are required for food preparers and servers.

6. Food Booth Construction

- a. Floor shall be concrete or asphalt. Dirt or gravel flooring is acceptable if covered with mats, removable platforms or other suitable material;
- b. Liquid drainage and dust shall be controlled;
- c. Ceilings over food preparation areas shall be constructed of wood, canvas, or other materials to protect against the weather;
- d. Pests (flies, roaches, rodents, etc.) shall be controlled.

B. Bake Sale

In addition to the above requirements, bake sales may be authorized under the following conditions:

- 1. Only prepackaged, store bought items, or items prepared by the contracted campus food service vendor are allowed;
- 2. All baked goods from authorized food establishments are to be portioned out and wrapped for single servings prior to display for sales, to eliminate food handling at the sale site;
- 3. No cream filled/custard/pudding type desserts or other foods that need refrigeration (properly chilled and stored beverages and ice cream are allowed);
- 4. People preparing or selling popcorn must wear disposable gloves and use a scoop to fill containers.

C. Vendors

General liability insurance coverage is required for all third party vendor sales of food on CTCD campus. A certificate of insurance from the vendor with appropriate liability limits must be obtained prior to the selling of vendor-provided food at an approved TFE on campus. The certificate of insurance must be presented to Risk Management at least fourteen (14) days prior to the TFE.

Contact Risk Management for further information regarding insurance requirements.

D. Potlucks

A potluck is a food event in which the members of a defined group bring in food to be consumed by members of the group. Potlucks are allowed only for appropriately limited and defined groups where food is NOT sold, such as a departmental or employee/staff

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function. Potlucks are not open to the community, family, parents, or other guests, only the defined group will be allowed. Student potlucks are allowed on a case-by-case basis and shall be submitted through the Internal Event Checklist e-form (see Safety Policy 180). Only approved home prepared foods are permissible for potlucks. Ingredient lists shall be provided to protect group members with food allergies.

The above food preparation, service and hygiene guidelines apply.

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Central Texas College District Safety Policies and Procedures Temporary Food Event Check List

Event Holder/Sponsor: _____

Contact name: _____

Phone number: _____

Dates of event: _____

Complete menu to be attached

<u>General Guidelines</u>	<u>Condition Met</u>	<u>Condition Not Met</u>	<u>Comments</u>
Request submitted at least 14 calendar days in advance of the event?			
Home Prepared Foods to be Sold?			
Seafood to be sold or used as an ingredient?			
Lists of all ingredients available for customers?			
<u>Food Preparation Check</u>			
Chilled Foods to be kept at 41 Thermometer available?			
Hot foods Poultry cooked to 165 Ground meats cooked to 155 Pork & other meats cooked to 145 Heated foods kept at 135 or higher Meat thermometer available?			
Single Serving beverages containers?			
Single Serving condiments?			
Consumption ice to be used? Stored separately?			
<u>Equipment</u>			

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Serving utensils?			
3 cleaning bins, water, detergent and sanitizer available?			
Paper towels?			
Single service eating utensils?			
Covered Trash containers?			
<u>Food Booth</u>			
Food sales to be on concrete or have mats on grass area?			
Appropriate cover over food booth?			
Liquid run off and dust control?			
Pests controlled?			
<u>Personal Hygiene</u>			
Disposable gloves?			
Hair restraints?			
Ability to wash hands in warm running water with soap?			
Does anyone who will be handling ha a contagious disease – cold, flu, pink eye, cough, diarrhea, skin rash etc.?			

TFE has been Approved: _____ Not Approved: _____

Director of Student Life & Activities

Date

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**Central Texas College District
Sponsor Acknowledgement Statement**

I, _____, sponsor of the
(printed name of sponsor)

_____, am aware that I and four of my club
(name of club/organization)

officers are required to attend the annual Club and Organization Sponsor and Officer Training offered through Student Life and Activities as indicated in the Student Organization and Sponsor Handbook. I understand that I am required to train all club members as indicated in the same section. I acknowledge that non-compliance may result in club sanctions to include suspension and possible removal of Club status by college.

Organization Sponsor

Date

Director of Student Life & Activities

Date Received