

ADVISOR MANUAL

Table of Contents

CONTACT INFORMATION-----	
THE BASICS-----	
EPCC COLLEGE PROCEDURES: STUDENT TRAVEL-----	
EPCC COLLEGE PROCEDURES: OUT OF TOWN TRAVEL-----	
PLANNING EFFECTIVE MEETINGS-----	
SAMPLE AGENDA-----	
HOW TO WRITE MINUTES-----	
SAMPLE MINUTES-----	
HOW TO WRITE AMENDMENTS-----	
SAMPLE AMENDMENT-----	
SOC CONSTITUTION-----	
EXPECTATIONS-----	
RESPONSIBILITIES TO THE INSTITUTION-----	
CENTRAL STORE REQUISITION GUIDELINES-----	
CLUB BUDGET PROCESSES-----	
GUIDE FOR PROCESSING CLUB /ORGANIZATION TRANSACTIONS-----	
REIMBURSEMENT GUIDELINES-----	
CHECK REQUEST GUIDELINES PURCHASE UNDER \$500.00-----	
BANNER REQUEST GUIDELINES PURCHASE OF \$500.00 AND OVER-----	
EPCC COLLEGE PROCEDURE: AFTER-THE-FACT GUIDELINES-----	
DEPOSTING MONEY-----	
FUNDRAISER GUIDELINES-----	
SOC FUNDING-----	
CLUB RESOURCES-----	
CHARACTERISTICS OF A SUCCESSFUL ADVISOR-----	
TOOLS FOR A SUCCESSFUL ADVISOR-----	
ESTABLISHING A GOOD RELATIONSHIP-----	
REMEMBER THE DO'S AND DON'TS-----	
SAMPLE TRANSITION BINDER OUTLINE-----	
TRANSITION OVERVIEW-----	
OUTGOING OFFICERS TRANSITION DISCUSSION TOPICS-----	
INCOMING OFFICERS QUESTIONNAIRE-----	
OFFICERS CONTRACT-----	
FREQUENTLY ASKED QUESTIONS-----	
ADVISOR INVOLVEMENT EXPECTATION RATING SHEET-----	
ADVISOR EXPECTATIONS CHECKLIST-----	

CLUB NAME CHANGE REQUEST-----
RECOGNITION OF STUDENT CLUB/ORGANIZATION FORM-----
HOW TO WRITE A CONSTITUTION-----
SAMPLE CONSTITUTION-----
SAMPLE BY-LAWS-----
CLUB/ORGANIZATION PACKET-----
CLUB/ORGANIZATION FORM-----
CLUB IMPORTANT DATES 2017-2018-----
FORMS-----
FUNDRAISER FORM-----
SOC REQUEST FOR FUNDS FORM-----
TRIP EXPENSE BREAKDOWN-----
OUT OF TOWN TRAVEL PROPOSAL/JUSTIFICATION-----
TRIP REPORT-----
STUDENT MEDICAL HISTORY-----
RELEASE FORM-----
ONLINE FORMS-----
FOOD ESTABLISHMENT AUTHORIZATION-----

The Basics

WHO CAN be an advisor?

Every club at EPCC must have an advisor that is a **current full time faculty member** that is well-informed (institutionally and within the individual club/organization) and involved in club activities and dealings. Must have written approval from reporting Instructional Dean. Part-time faculty cannot be advisors; although they can assist with club as a co-advisor with the completion of a volunteer application. Advisor may only serve as an advisor to one club.

WHAT IS an advisor?

Advisors wear a variety of hats within the organization they advise. The advisor is a **volunteer** mentor of the organization that provides direction, advice, guidance, and stability to the members and officers in order to develop cohesion and involvement. An Advisor advises and assists members on proper procedures for conducting activities for club/organization.

WHY BE an advisor?

Advising a club can be a very rewarding experience. Working with students outside the classroom allows faculty the ability to share information and resources, and encourage student development. This close interaction with students allows advisors to promote leadership, ethics, teamwork, diversity, and self-discovery –which are invaluable to students when they leave EPCC.

What is Student Organization Council (SOC)?

The Student Organization Council (SOC) consists of a membership of all recognized clubs at El Paso Community College. Together they make decisions that affect each of the clubs. The membership includes one student representative from each club and is chaired by the SGA Vice President, and elected Secretary. SOC operates under the authority of the Student Government Association within the Department of Student Leadership & Campus Life. **Each SOC club must have a member attend the SGA meetings.**

All EPCC clubs and organizations are required to follow the policies stated in this manual. Any deviation from these policies could jeopardize recognition as a club or organization.

Membership and attendance are required for all clubs because of their need to conduct business. Each club will have one vote regardless of number of club attendees. Collectively they award monies, resolve common problems and work on projects of matching interest. Interactively they work with SGA and therefore, have a voice in how they are governed.

There are many opportunities for students to pursue their special talents and interests by joining one of the many organizations on any of the campuses or by forming one which is of interest to the students. All the clubs/organizations have the privilege of being represented in the Student Organization Council.

If interested in forming a club/organization contact the office of Student Leadership & Campus Life to obtain a Club/Organization Recognition Renewal Packet. The office of Student Leadership & Campus Life is located in room C-107 at the Valle Verde Campus, phone number 915-831-3230.

Club Renewal Deadline

Club renewal is due the **third Friday in September** for the Fall semester and the **third Friday in February** for the Spring Semester of the current year, unless granted extension by the Director of Student Leadership & Campus Life.

Paperwork Processing

All paperwork processed through the Office of Student Leadership & Campus Life is submitted for approval to the Director of Student Leadership & Campus Life and/or Vice President of Student & Enrollment Services if necessary. Most forms are included in the Organization Manual and on the college website under District Forms; you may fill these out on your computer. Please check for accuracy to save processing time. Forms that are not properly completed will be returned for corrections.

Planning

All requests must be turned in on time to ensure deadlines are met. The Director of Student Leadership & Campus Life must process paperwork through proper channels for approval before transaction can be made. Therefore, it is essential to plan ahead. Deadlines will be adhered to.

Transactions

All transactions must have the signature of the Director of Student Leadership & Campus Life; exceptions are Instructional Media Services (IMS), Instructional Services Center (ISC) and reproduction requests.

Fundraising Projects

Complete fundraising request at least two weeks prior to the event, thirty (30) working days, if tickets are being requested, prior to the event. Please read section entitled Fundraising projects. **Send all deposit receipts to the Director of Student Leadership & Campus Life.**

Request/Printing of Tickets

Clubs must submit "Application for Approval of Tickets" at least thirty (30) days before the tickets are scheduled to go on sale. All tickets must be printed by EPCC Marketing Department.

1. Club must have money in account to cover the cost of printing before submitting application.
2. Be sure all previous tickets sales have been cleared prior to submitting another request.
3. Tickets should include information such as:
 - a. Cost
 - b. Purpose
 - c. Dates
 - d. Location

Fundraising Report

Club must complete and submit a "Fundraising Report" to the Director of Student Leadership & Campus Life fifteen (15) working days after each function. All reports must balance with the receipts and return tickets not sold. Failure to do so will jeopardize your organization for continuing as a recognized club.

Budget Print Outs

A monthly print out of your balance can be provided by the Director of Student Leadership & Campus Life upon request. Please cross reference your ledgers with this print out. If you find any discrepancies, please notify the Director of Student Leadership & Campus Life. It is the responsibility of the Club Advisor to ensure that all financial transactions are recorded and the Director of Student Leadership & Campus Life is provided with the proper documentation to keep the club's ledger current. The Director of Student Leadership & Campus Life's ledger is only as current as your provided receipts.

Please call the Director of Student Leadership & Campus Life at 831-3230 if you have any questions.

Club Account Expenditure/Printouts

The Director of Student Leadership & Campus Life is provided with a budget print out every month, this information is available for Club Advisors and/or club officers. It is very important that you forward a copy of all deposits and expenditures to the Director of Student Leadership & Campus Life to assure your club ledger is current.

Trip Request

Clubs must adhere to College Procedure DEE-2 "Out-of-Town Travel" submit required travel arrangements to the Director of Student Leadership & Campus Life. **DO NOT MAKE ANY RESERVATIONS** without prior approval.

Guidelines for Travel

As per this manual, all EPCC clubs/organizations will adhere to the following guidelines when requesting travel approval.

Travel Request Form:

The "Travel Request" form must be returned to the Student Leadership Office for approval from the Director of Student Leadership & Campus Life **no less than 25 working days before the trip**. All travel arrangements are made under the advisor's name. As per College Procedure DEE-2, club advisor is to charge travel advances to a personal credit card. Travel advances for hotel, per diem and registration may be obtained, upon prior approval by a budget head and the submission of the approved travel request form to the Accounts Payable Department through the traveler's designated travel representative. No club members will travel without club advisor. Advisor must obtain approval from immediate Dean to travel and be absent from class.

If there is a deadline for payment before the trip, then the Travel Request is due 25 working days before that deadline.

Example:

1. If the trip takes place **3/01/2022**, the Travel Request is due **1/28/2022**.
2. If the trip takes place **3/01/2022**, but the deadline for registration payment is **2/25/2022**, then the Travel Request is due **1/22/2022**.

Trip Justification:

The Out-of-Travel Proposal/Justification form must be completed and accompany the Travel Request form.

Student Organization Council Funding:

If funds are being requested from the SOC account, then the club must make sure that SOC approves the funds before the Travel Request form deadline. See guidelines on requesting funds from SOC form.

Transportation:

All travel must be on commercial transportation; rental cars will **not** be acquired while on college business. Rental cars cannot be secured even if club members are willing to personally pay for rental.

Airlines:

You may contact airlines requesting information such as cost in order to fill out the Travel Request, but you cannot commit the club/organization to payment/reservations. Airline tickets will be taken care of through the Student Leadership Office with our travel agency. You may call the Student Leadership office to obtain price quote for your tickets. The sooner the "Travel Request" form is turned in the better your club has a chance of getting lower fares.

Hotel:

Club Advisor must not commit the club/organization to payment until the Travel Request is approved. Once the trip has been approved it is the advisor's responsibility to reserve the hotel rooms. Once the club/organization has arrived to the hotel it is advisable that the advisor blocks the rooms of incidentals, i.e. outside phone calls, movie rentals and room service. The members may leave their own credit card number at the front desk to pay for these expenses. Advisors must have their own room; however, advisors may share. Students share rooms, up to four per room; two queen size beds. Based on availability of funds.

Per Diem:

Each traveler is allowed a maximum of \$45.00 per full day they are traveling. If the club/organization leaves after or arrives back before 12:00 noon they are only allowed half a day per diem (\$22.50). The club advisor must create a table for the students to sign off indicating they have received their per-diem. Keep this paper and submit with the rest of the receipts.

Travel Disclaimers and Medical History:

Travel disclaimers must be submitted along with the Travel Request form to the Director of Student Leadership & Campus Life at the Student Leadership Office. "Medical History" forms may be submitted voluntarily by the student to the advisor and taken on the trip in case of emergency. In addition, a back-up copy may be submitted to the Student Leadership Office in the event that it is needed.

Out-of-Town Travel Expenditure Reports

Upon returning from a trip, an **"Out-of-Town Expenditure Report" must be submitted no later than ten (10) working days after returning from the trip.** Attach original expenditure receipts for hotel, registration fees, airline tickets, cab receipts, etc. All receipts must be original and all expenses accounted for. Trip report must be verified and signed by the Club Advisor. If travel report shows money owed by

traveler(s), a deposit must be made to the campus cashier and the receipt included with the report. If the report shows money owed by EPCC to the traveler, funds will be deposited through direct deposit.

**Note: The Club Advisor is responsible for accounting of all monies.
Students are not accountable for travel money not used properly.**

EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

CJ-1 Student Travel

APPROVED: September 14, 2004

REVISED:

Year of last Review: 2021

AUTHORIZING BOARD POLICY: CJ

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Comptroller

OBJECTIVE: To provide guidelines for processing student travel.

PROCEDURE:

I. General

- A. Senate Bill 263, Section 51.949 of the Texas Education Code requires governing boards of institutions of higher education, including public colleges, to adopt a student travel policy.
- B. This procedure will regulate student travel that is organized, sponsored and funded by El Paso Community College. The student travel procedure provides provisions that address different modes of travel likely to be used by students and safety issues related to student travel. This procedure will be filed with the Texas Higher Education Coordinating Board.
- C. Students must conduct themselves in a manner which reflects favorably upon the people, values, and traditions associated with the College.
Students in clubs, associations and or organizations are subject to the Student Regulations and Penalties as stated in the El Paso Community College Student Handbook, as well as federal, state and local laws. Students may be expected to meet higher standards of personal conduct and appearance than those stated in other College regulations. Therefore, in addition to the sanctions that may be imposed for misconduct as stated in the El Paso Community College Student Handbook, students in extracurricular activities may be recommended for suspension by the Director of Student Leadership and Campus Life to the Vice President of Student Services from participation in any event for any of the following:
 - 1. Arrest for any crime other than a minor traffic offense;
 - 2. Possession of any illegal drug;
 - 3. Involvement in gambling and/or bribery;
 - 4. Illegal possession or consumption of alcohol, beer or wine;
 - 5. Fighting with, threatening the safety of, or harassing any individual;
 - 6. Stealing money or property from the lawful owner;
 - 7. Destruction of College property;
 - 8. Unauthorized entry into any College building;
 - 9. Acts of moral misconduct (including date rape);
 - 10. Any interference with the normal operations of the College or any distribution or conduct which interferes with the rights and opportunities of those who attend the College;
 - 11. Any conduct that reflects unfavorably upon El Paso Community College.

D. Categories of Student Travel

1. Field Trips - Trips taken by students as a requisite of credit or non-credit courses.
2. Travel by student organizations/clubs/athletics.
3. Non-sanctioned Travel- An excursion not approved by the appropriate College administration involving students for course and non-course experience.

II. Process

- A. All student travel arrangements are made under the advisor's name.
- B. The advisor must acquire approval from first-line supervisor and attain supervisor's signature on the Travel Request Form. The Travel Request Form must be accompanied by a Trip Justification Form.
- C. Advisors and student travel will adhere to College Procedure 4.10.05.14 (Out-of-Town Travel) for the processing of travel reports and reimbursements.
- D. The Travel Request Form must be turned into the Student Leadership Office twenty-five (25) days before the date of travel.
- E. Students on College trips will not travel without an advisor.
- F. Each student traveling must sign a Waiver of College Liability Statement and complete a Medical History Form pertaining to medical and emergency information which must be on file with the advisor and take on the trip. Forms are available in the Student Leadership and Campus Life Office.
- G. All student organization and clubs will purchase Student Travel Accidental Insurance. The rate is \$0.15 per day per student. The minimum premium is \$4.00. Student Travel Accidental Insurance Forms are available in the Student Leadership and Campus Life Office.
- H. If funds are being requested from the Student Organization Council, the student organization must adhere to Student Organization Council Guidelines for requesting travel funds. Student organizations must have prior approval on the allocation of funds before traveling.
- I. All out-of-town student travel shall be on commercial transportation. Students cannot travel out-of-town utilizing the advisor's personal vehicle.
Rental cars will not be acquired by students while on College business. Rental cars cannot be secured even if students are willing to personally pay for the rental car.
- J. Student travel in College owned/leased vehicles shall adhere to the following provisions:
 1. All drivers of College owned/leased vehicles on student trips must be full-time College employee(s). Driver(s) will provide a valid driver's license, proof of insurance and a statement verifying that only full-time employees will drive the College owned/leased vehicle.
 2. The driver will ensure that all of the provisions stipulated in this section are adhered to, to ensure the safety of students.
 3. There will be restrictions on the driving of College owned/leased vehicles for student travel due to the distance of the trip. Trips that exceed six (6) hours in travel time shall not be completed by College-owned vehicle due to fatigue at the time of travel.
 4. Students traveling in College owned/leased vehicles must use seat belts and other safety devices at all times during travel.
 5. Vehicle passenger capacity will be adhered to at all times during travel.
- K. Advisors must purchase airline tickets through the Student Leadership and Campus Life Office. Advisors and students cannot make reservation or purchase airline tickets on their own. The

- Student Leadership and Campus Life Office has a travel representative that coordinates student travel with Sun Travel Agency only after the Travel Request Form has been signed and approved.
- L. Hotel reservations are made by the advisor after the funds and the Travel Request Form are approved. The advisor is responsible for ensuring that outside telephone calls, movie rentals and room services are not included in the Travel Expenditure Report as expenses or for reimbursement. Students may use their own credit cards or personal funds for these types of expenses.
 - M. Each student traveling is allowed a travel per Diem of \$30.00 per full day travel. The advisor must distribute the per diem each day and each student will sign a per diem chart verifying that they received their funds. This chart shall be submitted to the Student Leadership and Campus Life Office with the Travel Expenditure Report.
 - N. The advisor traveling with the students is accountable for all student travel funds.
 - O. The Student Travel Procedure is made available to all advisors and is included in the Student Organization Manual published by the Student Leadership and Campus Life Office.

EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

DEE-2 Out-of-Town Travel

APPROVED: June 17, 1980

REVISED: February 15, 2010

Year of last review: 2021

AUTHORIZING BOARD POLICY: DEE-2

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Comptroller

OBJECTIVE: To provide guidelines in the processing of travel procedures, reports and reimbursement

PROCEDURE:

I. Approval Procedures:

- A. A Travel Request is completed by the employee.
- B. One request is prepared for each trip per employee.
- C. Reservations will not be confirmed until the travel request is approved by the following administrators, as appropriate:
 - 1. Supervisor/Budget Head
 - 2. Director
 - 3. Instructional Dean
 - 4. Associate Vice President
 - 5. Appropriate Cabinet Officer

D. Reservations

A designated travel representative will be appointed in each Vice Presidential area by the respective Vice President. One may be appointed for the Vice President's area and one for each unit or department reporting to each Vice President.

Once approved by the Budget Head or the appropriate administrative officer, the travel request for reservation for air travel, hotel and auto rental per-diem will be sent to the designated representatives of each Vice President. Those designated representatives will make and coordinate travel arrangements with the College District's authorized travel service. Individual employees will not be allowed to deal directly with the authorized travel service. Travel representatives have the option to book airfares through the Internet with the traveling employee's personal credit card if the airfare is more economical than through the travel service. Reimbursement for the airfare will be done through the submission of the Out-of-Town Expenditure Report.

- E. It is the responsibility of the employee to ensure that the Travel Request is submitted in sufficient time to allow their designated representative enough time to make any necessary travel arrangements. Normally, fifteen (**15**) working days are requested.
- F. Airlines will continue to be paid directly by the College District through the authorized travel service unless the airfare is booked through the Internet.
For those employees who do not have a credit card, the College District will provide a travel

advance as follows:

Although the preferred method of payment for hotels is through a credit card, travel advances for hotel, per diem and registration may be obtained, upon prior approval by a budget head and the submission of the approved travel request form to the Accounts Payable Department through the traveler's designated travel representative.

When the trip is completed, the employee will file an approved Out-of-Town Expenditure Report within ten (10) working days. The employee will be reimbursed for all travel expenses as outlined in Section II of this procedure, or for all travel expenses over travel advances, whichever is applicable. If there is a balance due the College District, the employee will remit said balance to the College District as outlined in Section II of this procedure.

- G. Advance payment for enrollment at institutes or workshops is authorized for employees whose request has been approved by the respective budget head or his/her authorized designee. The registration fees along with a copy of the program or agenda itemizing these fees should be submitted to Accounts Payable with the Travel Request through the designated area travel representatives.
- H. Anyone traveling to Washington, D.C. should refer to www.osfr.state.tx.us/travelform.asp to see if a form needs to be file.

II. Expenditure Report Procedures

- A. An Out-of-Town Expenditure Report must be completed by the employee and submitted with the appropriate approvals to Accounts Payable within ten (10) working days after the employee returns.
- B. All supporting original receipts/documents must be attached to the Expenditure Report.
- C. It is suggested that the employee keep photocopies of the report and all supporting documents.
- D. Accounts Payable will audit the Expenditure Report based upon the following.
 - 1. A copy of an authorized Travel Request with the appropriate signatures has been received by Accounts payable.
 - 2. The Expenditure Report is completed, receipts/documents are attached and approvals have been obtained.
- E. In the case of a balance due to the employee:
 - 1. A payment will be processed through direct deposit by Accounts Payable to the employee within fifteen (15) calendar days of receipt of completed Expenditure Report (excluding holidays).
- F. In the case of a balance due to the district:
 - 1. The employee must attach to the Expenditure Report the cash receipt from an El Paso County Community College District (EPCCCD) cashier for the balance due.
 - 2. According to the Internal Revenue Code Section 62, reimbursed travel expenditures are treated as paid under an accountable plan and are not reported as income on the employee's tax return. However, amounts received in excess of those substantiated and not returned within a reasonable amount of time, will be included in employee's gross income and subject to federal withholding and employment taxes. Therefore, in accordance with federal law, any amount due the District which is not reimbursed within one hundred twenty (120) days after expenses are paid or incurred, will be included in the

employee's Form W2 and non-employees will be issued a Form 1099. (Source: 2001 IRS Publications Par. 463).

- G. When travel and/or registration arrangements must be canceled or changed, it is the responsibility of the affected employee to notify their designated area representatives who will notify the travel agency to change or cancel arrangements. An expense report must be submitted to Accounts Payable, even when the trip is cancelled, if an expense (such as airfare) was incurred.
- H. If the employee does not make changes and/or cancellations in time to avoid charges, the employee is liable for charges, provided the changes are within his/her control and/or for personal reasons.

III. Tracking of Unused Airline Tickets

A. Cancelled/Unused Airline Tickets and Tracking

- 1. When a change in travel plans require cancellation of an airline ticket and that cancellation is made in advance of the scheduled flight departure, an unused airline ticket credit exists. Unused airline tickets will continue to hold a value (minus airline administrative fee and travel agency fee) for one year from the scheduled departure.
- 2. If the unused/cancelled flight was booked directly with the airline without the use of the District's travel service provider, it is the responsibility of the department to track and use credits arising from unused airline tickets.
- 3. If the unused/cancelled flight was booked through the District's travel services provider, the travel service provider will track credits from the unused tickets and prepare reports for the District.

B. Reporting of Unused Airline Ticket Credits

- 1. Unused ticket reports are provided to the College by the District's travel services provider on a monthly basis. The report reflects tickets that were cancelled in advance of the flight and that were booked with an airline that allows changes for reissuing a ticket to honor such credit.
- 2. Unused ticket reports are provided to cabinet to disseminate the information to departments so they will be aware of any unused ticket credits still available.
- 3. A report of unused tickets booked directly with the airline should be provided by the department to the area Vice President to be shared with Cabinet.

C. Using Airline Ticket Credits

- 1. The originating area's Vice President may retain the unused airline ticket credit if it is known that their area will be booking travel with the same airline within the valid time period.
As a courtesy, it is suggested that the travel representative be instructed to contact the travel services provider to place a "Hold" on the travel credit and indicate to the travel services provider when it is expected that the credit will be used by the originating department.
- 2. Any department that knows it will be unable to use the credit should inform the area's Vice President so that it may be made available within that executive reporting area prior to being available District-Wide.
- 3. Credits may be used by any El Paso Community College department or area with the

permission of the originating area's Vice President.

- a. Travelers or budget heads who request to use an unused airline ticket credit from another department should contact the originating area's Vice President to get written permission to use the credit. E-mail is acceptable as written permission. The written permission should be given to the designated travel representative when the approved travel request is submitted to the travel representative to begin travel arrangements.
- b. A journal entry should be credited by the department requesting use of the airline credit to transfer the travel expense to the appropriate fund/org/account within the College.
- c. Credits that will expire within two (2) months can be used by any department booking travel to ensure the College does not incur a significant loss of funds because of unused tickets.

IV. Allowance for Meals

- A. Reimbursement is on a per-diem basis for meals only.
 1. The per diem-rate for travel in-state or out-of-state is \$30.00 per day.
 2. Tips are included in the per diem allowance.
 3. If the employee leaves before noon and returns any time after 12:00 noon, he/she will receive a full day of per diem. If the employee leaves after 12:00 noon, he/she will receive a half day of per-diem for the day of departure; if the employee returns any time before 12:00 noon, he/she will receive a half day of per-diem for the return day.
 4. Flight time is used to determine per-diem amount.
- B. On receipts requesting reimbursement for meals other than personal, the name of the person(s) entertained and the purpose must be indicated and signed by the appropriate Vice President or Instructional Dean. Meals for other district employees on the same trip may not be claimed for reimbursement.
- C. When an employee elects to drive to an out-of-town meeting which may be reached by commercial carrier, he/she will not be reimbursed for en route meals or lodging.
- D. Receipts are not required for personal meal expenses.

V. Allowance for Other Expenses

- A. Other reimbursable expenses include mileage, taxi (including tips), meeting registration, and other expenses such as tolls, storage, parking fees and communication charges related to business. Entertainment for business purpose must be approved by administrators as appropriate. The College will only reimburse for self-serve parking, not valet parking.
- B. Receipts are required for all expenses except taxi fares under \$25.00. If the taxi fare is over \$25.00, then all receipts are required.
- C. If required receipts are lost those expenditures affected are not reimbursed unless official duplicate receipts are submitted with certification attached stating that the originals were lost.
- D. No reimbursable expenses are personal entertainment, alcoholic beverages, personal telephone calls, laundry, dry cleaning, bar tabs, tips and any other personal expenses.
- E. In the event the employee desires to travel using a companion fare and the second traveler is a non-employee, the non-employees should pay the difference of the cost between the companion fare and a single fare with all discounts applied. These costs should be paid prior to

the trip.

VI. Responsibility for Travel Arrangements

- A. It is the responsibility of the designated area representatives to make transportation, hotel and automobile reservations after the Travel Request is approved. Only College travel will be arranged through the College district.
- B. When possible, the lodging accommodations will be at the same place where the meeting, seminar, etc. is being held to avoid unnecessary transportation charges.
- C. All travel is by a usually traveled route and the most economical means. EPCCD will reimburse at the lesser of any applicable advance discount airfare or mileage rate no matter when the trip is requested.
- D. The most economical method of travel is determined by the following:
 - 1. Nature of the business.
 - 2. Cost of transportation.
 - 3. Number of persons making the trip.
 - 4. Amount of equipment or material to be transported.

VII. Travel by Personal Car

- A. Travel by personal car is approved for out-of-town travel if it is considered to be the most economical mode of transportation.
- B. Travel by personal car is approved for \$0.505 per mile for out-of-town mileage.
- C. Reimbursement for expenditure related to the operation, maintenance and ownership of the car is not allowed.
- D. Mileage is reimbursed based on the mileage calculation provided by the College's authorized travel agency.
- E. If the employee desires to travel out-of-town by car, the employee is reimbursed at the lesser of any applicable advance discount airfare or mileage rate.
- F. When an employee elects to travel by personal car with other College employees, he/she will not be compensated for the other employees' equivalent.

VIII. Travel by Rental Car

- A. Vehicle rentals should be requested only when it is necessary for college business and must be approved by the appropriate Vice President or Dean. Rental cars are not approved as an option for driving to a destination when a commercial carrier is available.
- B. The rental contract has to show both El Paso Community College and the individual as the renter.
- C. The insurance coverage is part of the cost of the vehicle rental, payable by the College District. Therefore, all insurance options need to be declined, except for the Collision Damage Waiver. Some car rental companies, such as Advantage, may already include the Collision Damage Waiver in the total cost of the rental. Therefore, it is the responsibility of the person making the car rental reservation to make sure that option is not selected if already included in the car rental cost.

IX. Travel by Commercial Carrier

- A. All travel must be by the most economical fare.
- B. All exceptions must be documented.

- C. Employees are expected to take “same day” flights when available. If a lower fare requiring an overnight stay is available, and if the total cost of the additional hotel fee, per diem and airfare is less than the “same day” flight airfare, then the most economical option should be taken.
 - 1. If an employee chooses to leave a day in advance when “same day” flights are available, expenses paid or incurred for the additional day are not reimbursable.
 - 2. If a preferred flight time is not available at the most economical fare, the individual will be scheduled on a different flight or he/she is responsible for the difference in the airfare.
- X. Partial Reimbursement

If the District agrees to pay only a portion of the estimated cost of travel, the individual will be responsible for making and paying his/her own travel arrangements. An appropriate expenditure report will be submitted with appropriate documentation by the employee. The employee will be reimbursed within fifteen (15) days.
- XI. Texas Education Agency (TEA) Reimbursed Trips
 - A. The person responsible for the grant account approves all TEA reimbursed trips and notes on the Travel Request that the trip is to be reimbursed by TEA. Travel arrangements are made through the designated area travel representatives.
 - B. The person responsible for the grant account will keep a log of all persons (trips) that will be reimbursed by TEA and should ensure that the District is reimbursed for the trips.
 - C. If the employee has received an airline ticket from the district, an Expenditure Report must be submitted within ten (10) working days after his/her return.
 - 1. If the district is not reimbursed, Section II.F.2 applies.
 - 2. In the case of a balance due the employee, the District will forward a check to the employee within fifteen (15) calendar days (excluding holidays).
 - D. If the TEA reimbursement check is less than the total cost paid by the district:
 - 1. The individual must endorse and submit the check to the Comptroller’s Office for deposit into the appropriate account.
 - 2. The District will absorb the additional cost if the expenses are deemed reasonable by the responsible person and the appropriate Vice President.
 - E. If the TEA reimbursement check exceeds the total cost paid by the District:
 - 1. The employee reimburses the district only the amount paid by the district.
 - 2. The employee keeps the excess amount.
- XII. Travel for Nonemployees
 - A. Travel expenses for nonemployees must be approved in advance by the President or Vice President.
 - B. Expense receipts must be attached to the Expenditure Report.
 - C. No payment of lodging or other expenses for family or individuals who are unauthorized will be paid.
- XIII. Trips reimbursed by agencies other than TEA
 - A. For trips reimbursed by agencies other than TEA, the same guidelines listed for TEA Reimbursements (See Section X) will be followed

- B. Carl Perkins travel requests must be pre-approved by the appropriate Carl Perkins Administrator
 - C. Travel Expenditure Reports related to grants must be submitted to the Accounts Payable Department prior to the end of the grants project period.
- XIV. Any exceptions to these procedures must be specifically authorized and approved by the respective Vice President.

Planning Effective Meetings

- I. Good manners and etiquette for planning a meeting include:
 - 1. Be on time
 - 2. Do not interrupt
 - 3. Stay within the time limit
- II. As club/organization members, be prepared for the meeting so it will run smoothly:
 - 1. Know the purpose of the meeting
 - 2. Research any information
 - 3. Review agenda
 - 4. Ask questions
- III. Remember, you are part of a club/organization, so:
 - 1. Support the club's/organization's efforts
 - 2. Get involve
 - 3. Share your ideas
 - 4. Be creative
 - 5. Take notes
 - 6. Be enthusiastic

Sample Agenda

Name of Club/Organization

Date

Time

Place

- I. Call to Order
- II. Roll Call and Establish Quorum
- III. Approval of Minutes
- IV. Reports
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Advisor
- V. Committee Reports
- VI. Unfinished Business (from previous minutes)
 - a.
 - b.
 - c.
- VII. New Business
 - a.
 - b.
 - c.
- VIII. Announcements
- IX. Date, time and place of next meeting
- X. Meeting Adjourned

How to Write Minutes

The outline of the minutes should follow the same outline as the agenda. Head minutes with the name of the club/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 state the name of the person carrying the motion, name of person who seconded the motion and 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 of each meeting should be kept in a binder or file for easy reference.

Copy of minutes should be forward to the Student Leadership office after each meeting.

Sample Minutes

Name of the Club/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
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Advisor
- V. Committee Reports
- VI. Unfinished Business (from previous minutes)
 - a.
 - b.
- VII. New Business
 - a.
 - b.
- VIII. Announcement (date, time and place of next meeting)
- IX. Time Adjourned

Approved by:

President

Date

Submitted by:

Secretary

Date

Advisor

Date

How to Write Amendments

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

Amendments to the Constitution:

The amendment must be submitted in writing to the executive officers for review and must be read at two consecutive regularly scheduled general club/organization meetings. It should then be submitted for approval by three-fourth (3/4) vote of voting 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 club/organization meeting. It must be voted on and approved by a three-fourths (3/4) vote of voting members present.

The approved amendment must then be presented to the Student Government Association for final approval by the Director of Student Leadership & Campus Life.

.....

Sample Amendment

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

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

{Insert the proposed amendment here}

Respectfully submitted by _____,
(Name)

_____ on the _____ day of _____, 20____.
(Position)



El Paso Community College Student Organization Council (SOC) Constitution

Preamble

We, the members of El Paso Community College Student Organization Council (SOC), conscious of our responsibilities, establish this constitution in order to express the general will of the Student Organization Council. This Constitution will promote a better understanding among ourselves, promote student involvement in total campus life, and promote communications with the Student Government Association, administration, faculty, staff and the student at large.

Article I – Name

The name of the organization shall be the Student Organization Council of El Paso Community College hereafter referred to as SOC.

Article II – Purpose

Section A:

SOC will be the governing body for all student club/organizations on campus. SOC will promote communication and cooperation among student club/organizations on campus. This includes advising in the solving of student organization problems, assisting in the area of activities, fundraising, and aiding in the filling out of campus requests and other forms.

Section B:

The authority to enact this Council is granted by the EPCC Student Government Association, and the Director of Student Leadership & Campus Life.

Section C:

The SGA Vice President will serve as the Spokesperson for the Student Organization Council.

Section D:

SOC monitors rules and regulations affecting student organizations participating in any SOC sponsored activity.

Article III - Membership

SOC will be composed of a voting representative from each student club/organization, the Student Government Association Vice President and the Director of Student Leadership & Campus Life in addition to the Secretary who will be elected.

Section A:

Student club/organizations must have a membership of at least five (5) members. All voting members of the student club/organization must be students of El Paso Community College. There must be an approved Constitution of said student club/organization on file with the Director of Student Leadership &

Campus Life. Student organizations must have one main Full-Time Advisor; a Part-Time Advisor may assist. Part-Timers must submit a volunteer form.

Section B:

SOC meetings shall be held monthly. Meetings must meet quorum (refer to Article XI). Special meetings may be called at the discretion of the Director of Student Leadership & Campus Life or Chairperson requiring a minimum of 72-hour notice.

Article IV – Responsibilities and Benefits

Section A: A student club/organization is required to:

Have a representative present at each SOC meeting (**attendance is required**). Student club/organization can only have one person vote regardless of number of club members' attendees.

1. Have one member of the club/organization be an SGA member
2. Be involved in SOC activities
3. Maintain active individual student club/organization status by following the guidelines stated in this Constitution and the Student Organization Manual
4. Submit minutes to the Director of Student Leadership & Campus Life within five (5) days after each club/organization meeting
5. Submit any changes made to their Student Organization Constitution
6. Keep SGA aware of all activities, i.e. fundraiser, competitions, awards received, etc.

Section B: Student club/organization privileges include:

1. Participation in EPCC Campus Life events, programs and activities
2. Use of college facilities for approved student club/organization activities and functions
3. Access to the Instructional Services Center (ISC) and Instructional Media Services (IMS)
4. Receive free banners and flyers (limited)
5. Access to college news media
6. Ability to conduct fundraising activities at EPCC
7. Opportunity to travel
8. Monetary support from Student Government Association for travel
9. College bus/student travel
10. Club storage (limited)
11. Use of college ledger account
12. Receive invitations to Leadership Workshops & Conference
13. Recruiting members at Club Fair
14. Help plan major events

Section C: Discrimination:

Student clubs/organizations shall not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.

Article V – Violations

Section A:

1. SOC and individual student club/organizations are bound to operate under their approved Constitution

2. Violation could lead to the revoking of a student club/organization recognized status
3. Limited or suspended fundraising privileges
4. Limited or suspended approval for student club/organization functions
5. Limited or suspended schedules of facilities privileges
6. Limited or suspended access to apply for funds from SGA
7. Limited or suspended bus usage
8. Limited or suspended travel

Section B: Student club/organization recognized status may be revoked when:

1. Student club/organization constitution has been violated
2. SOC constitution has been violated
3. Policy or procedure in the Student Organization Manual has been violated, including but not limited to failure to renew club/organization by the deadline, not processing paperwork properly, outstanding debts/reports and failure to meet twice a semester
4. Student violates institutional policy and club/organization procedures
5. Not attending 75% of SOC meetings
6. Not Sending SOC representative to SGA meetings
7. Violation of election policies

Article VI – SOC Positions and Responsibilities

Section A:

SOC shall consist of a Student Organization Representatives, a Chairperson, an Advisor, and a Secretary.

1. Student Organization Representatives are chosen by the club/organization they are representing
2. SGA shall designate the SGA Vice President to chair the meetings and provide the assistance
3. The SOC Advisor is the Director of Student Leadership & Campus Life
4. The following position is elected at each SOC meeting, after the club/organization recognition renewal deadline
 - A. Secretary

Section B: Eligibility:

Members of SOC shall be eligible to hold office provided they maintain the requirements to be active student club/organization members as stated in their constitution.

Section C: Duties and responsibilities:

1. Student Organization Representatives shall be the official representatives of their student club/organization. They shall be the official liaison between SOC and their respective student club/organization.
2. The Chairperson shall be the SGA Vice President and shall serve as the official spokesperson for SOC.
3. The Secretary shall be responsible for keeping accurate minutes, records and all SOC correspondence.

Section D: Terms of office:

The election year for SOC shall be one full year from the time of election.

Section E: Contingency:

1. The Secretary may not be elected for an office.
2. Every recognized student club/organization is entitled to one vote regardless of number of club attendees.

Section F: Representation:

1. It is the choice of each club to determine who will represent them at each of the meetings. This person will be known as the SOC Representative.
2. Each student club/organization will be allowed only one voting member at each SOC meeting.
3. A Representative shall represent only one student club/organization at each SOC meeting and SGA meeting.

Article VII – Formation of Student Organization

Any individual or group wishing to initiate a club/organization should pick up a Club Recognition Packet at the Office of Student Leadership & Campus Life in room C-107 and return it by the deadline the **third Friday in September**. The Club Recognition Packet should have the name of all the club/organization members with ID numbers, email addresses, phone numbers and signatures. It should also be signed by club/organization Advisor and Departmental Dean before it is turned in. Without these signatures, the Club Recognition Packet will not be processed.

Article VIII – Impeachment of Chairperson

1. In order for the Chairperson of SOC to be impeached, charges must be submitted in written form to SOC at a meeting.
2. The Chairperson must be notified in writing.
3. The impeachment hearing will take place at the following meeting no earlier than seven (7) days from the notification of the accused.
4. The vote is done secret ballot and requires a three-fourth (3/4) vote of voting members.

Article IX – Resignation

In case of the resignation of the SOC Chairperson, SGA will replace the SOC Chairperson with the new SGA Vice President.

Article X – Enforcement of Student Organization Status

1. A student club/organization needs to follow the guidelines stated in this constitution and the Student Organization Manual in order to maintain recognized status.
2. Once the recognized status has been revoked the student club/organization may appeal to the Director of Student Leadership & Campus Life within four (4) months of the date of cancellation.

Article XI – Quorum

1. Quorum should be defined as a majority of the Student Organization Representatives present.
2. Majority is defined as one more than one-half (1/2) of the representatives present.

Article XII – Amendments

1. A typewritten proposal must be presented to SOC one (1) week before the vote is to take place.

2. For an amendment to be approved, two-thirds (2/3) vote is required by the SOC and quorum must be present.
3. The amendment will be forwarded to SGA for approval.

Article XIII – SOC Guidelines for Distributing Money

1. A club/organization cannot be issued money unless they have been active for one (1) full semester.
2. **Attendance of 75% of scheduled SOC meetings is required to request funds.**
3. Clubs/organizations must have all club minutes and deposits slips on file with the Office of Student Leadership & Campus Life in order to be considered in Good Standing.
4. Clubs/organizations can only request funds once per semester.
5. Club/Organization Advisor may not vote at SOC meetings.
6. SOC funds are limited to the following.
 - A. Trips
 - B. Promotional items
 - C. Fundraisers
 - D. Event participation
 - E. T-shirts purchase
 - F. Conference attendance
 - G. Workshops

Expectations

Advisors will develop their own style for interacting with their club/organization depending on the executive board's needs, the status of the club/organization, its purpose, activities, etc. In addition to this regular involvement, advisors are held to the following expectations:

- ✓ Communicate regularly and effectively with club/organization members and officers.
- ✓ Make sure appropriate documentation is submitted properly and on time.
- ✓ Meet with your Executive Board during their regularly scheduled meetings.
- ✓ Oversee club/organization meetings and supervise activities.
- ✓ Explain institutional policy/procedure and insure that students adhere to them.
- ✓ Offer financial advice (in accordance with College policy and procedures).
- ✓ Provide continuity for the club/organization through the years and assist with Executive Board turn-over and new officer training.
- ✓ Approve financial and club/organization paperwork.
- ✓ Assist the treasurer in the monitoring of and adhering to the club/organization budget.
- ✓ Assist club/organization officers in the planning, promotion, and facilitation of events/activities.
- ✓ Engage in annual planning (budgets, calendar, goals, etc.).
- ✓ Act as a resource and liaison to the institution and convey problems, successes, questions/concerns as necessary to the Director of Student Leadership & Campus Life.
- ✓ Be familiar with national structure, services, and procedures (if applicable).
- ✓ Know your group's limits and help students find a balance between activities and academic responsibilities.
- ✓ Maintain consistent contact with the SOC Staff and the department of Student Leadership & Campus Life.
- ✓ Attend as many advisor trainings and meetings as possible.
- ✓ Attend SOC meetings when respective club/organization is requesting funds from SGA.
- ✓ Attend all meetings, functions, etc., held by the club/organization.
- ✓ Inform members of SOC meetings and send a club/organization representative.
- ✓ Ensure Constitution has been reviewed and updated where necessary by the club/organization.
- ✓ Ensure elections are held according to Parliamentary procedures.
- ✓ Be a neutral party

Responsibilities to the Institution

Communicating with SOC Staff

Having a strong relationship with the EPCC SOC Staff is important for the advisor and the success of the club/organization overall. It is the responsibility of the advisor to make sure the club/organization is performing adequately and to remain in contact with club/organization administration.

Resignation or Absence of an Advisor

A club/organization advisor may resign at any time; but whenever possible the retiring advisor should give assistance to the club/organization in locating a new advisor. Advisors are required to advise the Director of Student Leadership & Campus Life in writing if resigning as club/organization advisor. Clubs/organizations are allowed a one-semester “grace period” during which the Director of Student Leadership & Campus Life will serve as a temporary advisor. During this period clubs/organization are advised to keep the Director of Student Leadership & Campus Life informed of all important matters and obtain approvals when necessary until a permanent advisor can be found. If an advisor has taken a leave of absence or is on sabbatical, the club/organization needs to find a temporary advisor for the period that the regular advisor is away.

Risk | Harm | Hazing

Anticipate “foreseeable harm”

- ✓ Review planning and publicity prior to events – do you foresee any kind of danger or harm to individuals, or the Institution should they arise? (Consider issues such as transportation, physical risk or damage, cost, lodging, alcohol, etc.) Is the name of EPCC included in the activity? How will this negatively or positively impact EPCC?

Act with reasonable care

- ✓ What would a reasonable person in a similar position do in this situation? Advise the leaders to action – but DON’T take over; that’s not your role! Communicate possibilities and concerns, and ask what has been planned to handle each concern.

Duty to warn

- ✓ If an event appears to have foreseeable harm, warn the leaders of the risk and their duty to take action (e.g. alter or remove the danger, plan how to forewarn members of the risk, eliminate the event if it does not serve the EPCC name well). Utilize the EPCC resources and individuals and keep them informed of any potential conflict with event – you can contact the club/organization staff at (915) 831-3230.

Hazing

- ✓ EPCC is committed to the professional and personal health and wellness of all our college students, especially including our NJCAA and WJCAC and club sports athletes. Hazing of any sort will not be tolerated and subject to Judicial Review by the Vice President of Student & Enrollment Services. For the complete EPCC Student Handbook please visit <https://www.epcc.edu/Services/CampusLife>

DVD/Video/Movie Copyright Law

Federal copyright law restricts the use of DVDs/videocassettes for private showings and prohibits their public performance without prior written consent of the holder of the copyright. A public performance includes, but is not limited to, showing a motion picture in a location open to the public, showing a motion picture to a selected group of people gathered in a location not open to the public (classrooms), or showing a motion picture by broadcast or transmission. Student organizations choosing to publicly show a motion picture in any form (film, VHS video, DVD, etc.) must secure a license from a booking agency. Videos or DVDs that are rented or purchased from a retail outlet are for home use only and cannot be shown on campus without the appropriate license from an approved booking agency.

Using Institute Logos/Trademarks

EPCC has registered its names, initials, logos, and trademarks as a means of protecting them from unauthorized use and abuse. Permission is required before they may be reproduced. The use of the Institute's marks on a website or t-shirt is also protected by federal trademark laws. For club t-shirts, all t-shirt designs/logos need to be pre-approved by the Marketing Department before ordering. Please refer to the College Marketing Department's page when consulting your group about what is appropriate and what is not.

Approved logo below.



Approved tag "The Best Place to Start" must be used in conjunction with the logo.



The Best Place to Start

Central Store Requisition Guidelines

(Blank form may be obtained from Campus Bookstore)

If a recognized EPCC club/organization needs supplies carried by the Campus Bookstore you may purchase them through the Campus Bookstore. Be sure there is enough money in the club/organization account and justify the expenditure.

1. Minutes approving purchase must be provided.
2. Complete "Central Store Requisition" available at Campus Bookstore, and obtain club/organization advisor's signature.
3. Club/organization advisor must approve requisition and submit to the Director of Student Leadership & Campus Life for approval. Approved "Central Store Requisition" will be returned to club advisor.
4. Take approved "Central Store Requisition" and obtain supplies from the Campus Bookstore.
5. Supplies will be charged to your club/organization account.
6. Submit copy of form to the Director of student Leadership & Campus Life. Information is necessary to update ledger balance.

Club Budget Process

Student Organization Council Funding

Student Government Association recognizes the need for EPCC clubs/organizations to occasionally request monitory funds. SGA has budgeted money to assists clubs/organizations three times a year. Clubs/organization are able to request funds once in the Fall semester, once in the Spring semester, and once in the summer semester through the Student Organization Council (SOC). Any questions should be directed to the Student Leadership Office. To apply for Additional Funds an application can be found in SOC manual. Advisor must approve all requests, reports of club/organization fundraising activities, and business documentation and sign them prior to submitting to Director of Student Leadership & Campus Life.

SOC will fund:

- ✓ Events open to entire EPCC community
- ✓ Up to \$500 for banquets
- ✓ Travel costs if you are representing EPCC directly
- ✓ Food for conference, banquets at EPCC
- ✓ T-shirt purchases
- ✓ Gas and vehicle rental costs
- ✓ Guest speakers, artists, or performers fees and traveling expenses
- ✓ Equipment or material for club/organization
- ✓ Reimbursement for expenses directly used by club/organization
- ✓ Support activity for fundraising for charity events
- ✓ Donations to charity directly

SOC will NOT Fund:

- ✗ Mileage for personal vehicles
- ✗ Uniforms
- ✗ Cash prizes (They are prohibited)
- ✗ Tax on a reimbursement
- ✗ Text books

Guide for Processing Club/Organization Transactions

Money in your club/organization account may be spent following the policies and procedures established by EPCC. You may purchase supplies at the college bookstore by submitting a Central Store Requisition. If you need to buy off-campus in an amount of less than \$500.00 you must submit a Check Request. If your expenditure exceeds \$500.00, a Banner Requisition needs to be processed. If the expenditure will be less than \$100.00 then you may purchase the item and request a reimbursement. A tax exempt form can be requested at the cashiers department. The college is tax exempt and does not pay taxes for purchases. **Reimbursement must be approved by the club/organization at a meeting prior to the purchase.** In the following pages you will find detailed information on each form. Samples for each of these forms are located in the Appendix.

Reimbursement Guidelines

A club/organization advisor or member may be reimbursed after-the-fact for purchase under \$100.00. EPCC holds no responsibility for these purchases if they are not approved by:

- A. The club:
 - 1. Minutes authorizing acquisition of items prior to purchase must accompany request for reimbursement.
- B. Club Advisor
 - 1. Email needs to be sent to the SOC staff at rbates6@epcc.edu with name, ID number and phone number of the club member getting reimbursed.
- C. Director of Student Leadership & Campus Life.

A person runs the risk of not being reimbursed for any item not purchased through the proper channels. **Tax is not reimbursable.** A tax exempt form is available at any EPCC cashiers' office for amounts less than \$100.00. Turn in a *Petty Cash Reimbursement* (available at EPCC website), all original receipts to be reimbursed and club minutes (highlighting the approval of the expenditure) to the Director of Student Leadership & Campus Life.

Petty Cash Reimbursement/Disbursement Form

NOTE: Use Petty Cash Reimbursement/Disbursement form from the EPCC website at <https://my.epcc.edu/sites/Resources/DistrictForms/SitePages/Home.aspx> under Cashier Forms.

Check Request Guidelines

Purchases under \$500.00

(Form available on college website under forms)

If the amount of money you will be spending is less than \$500.00, you may request your money by submitting a “Check Request”. For purchase of \$500.00 or more a “Purchase Requisition” must be submitted.

Complete the “**Check Request**” form.

1. Bring invoice/quote to the Student Leadership Office. Vendor needs to have a college vendor id number in order to process check request.
2. If items were purchased out of pocket all receipts, need to be submitted to the Student Leadership Office for processing. Receipts need to be \$500.00 or less.
3. Director of Student Leadership & Campus Life must approve and sign request.
4. Please keep in mind that it takes 15 – 20 working days to process check requests.
5. Forward request, quote/order form and minutes approving activity to Student Government Association for processing. Please keep in mind that it takes 15 - 20 working days to process requests.

Banner Request Guidelines

Purchases of \$500.00 and over

Occasionally, a club/organization may have a need to purchase items **not** carried by the Campus Bookstore. In this case, the Student Leadership and Campus Life Banner Request form will be processed.

1. Submit Banner Requisition, quote from vendor, and minutes approving activity to the Director of Student Leadership & Campus Life for processing. Requisition will be entered into the Banner System and forwarded to the Purchasing Department after it is approved through proper administrative signatures.
2. Please keep in mind that it takes up to 4 weeks to process requisition.
3. If club is purchasing shirts, they need to be approved by marketing even if not using EPCC logo.

El Paso Community College Procedure

After-the-Fact Transactions Guidelines

Scope: This procedure applies to all district personnel directly or indirectly related to any purchasing transaction.

Definitions: An after-the-fact transaction is one where the requester places an order for goods and services directly with the supplier, without following the proper purchasing procedure. Purchases of \$500.00 or less shall be processed through a Check Request through the Accounts Payable Department.

Procedure: All purchases of goods and/or services will be processed through an authorized entity, within the College, to issue Purchase Orders or Contracts. All purchases shall be made in compliances with the provisions of Texas Education Code, Section 44.031.

Any order without an authorized purchase order represents an unauthorized transaction and is hereby discouraged. No district employee with the exception of those authorized to do so is authorized to issue any type of legal binding document to a supplier.

Any supplier, who accepts an unauthorized order, will be advised of this policy and may jeopardize the ability to do future business with the College.

An officer, employee or agent of a school district commits an offense if the person with criminal negligence makes or authorizes separate, sequential, or component purchases to avoid the requirements of Section 44.031 (a) or (b). An offense under this subsection is a Class B misdemeanor and is an offense involving moral turpitude.

Depositing Money

To deposit monies raised you must:

- A. Roll any loose change.
- B. Go to the Student Leadership Office to count money (If depositing at Valle Verde)
- C. Departmental Deposit form will be filled out and submitted for signature to the Director of Student Leadership & Campus Life.
- D. Go to campus cashier with Departmental Deposit form and money.
- E. If depositing at other campus, club advisor will sign form.
- F. Go to the campus cashier and deposit monies into your club account. You must provide the cashier with the correct club Banner Fund, Organization and Account Number. The account number for REVENUE is 51650. (Call Student Leadership at 831-3230 for this information).

EXAMPLE: Club's Banner FUND, ORG number, ACCOUNT number and PROGRAM number

Each SECTION	FUND	ORGANIZATION	ACCOUNT	PROGRAM
	28XXX	Q28XXX	51650	501

- G. Cashiers receipt must be submitted within five (5) working days to the Director of Student Leadership & Campus Life. Information will be used to update your ledger.
Deposit receipt will include:
 - 1. Amount of deposit
 - 2. Name of club depositing money
 - 3. Description of money raising project (i.e. bake sale, candy sale, car wash)
- H. All money must be deposited with El Paso Community College. No club may use other sources such as bank accounts.

NOTE: Failure to comply with this regulation will result in revoking the club's recognition.

EPCC Departmental Deposit Form

NOTE: Use EPCC Departmental Deposit form from the EPCC website at <https://my.epcc.edu/sites/Resources/DistrictForms/SitePages/Home.aspx> under Cashier Forms

Fundraising Guidelines

To obtain approval:

1. **Complete “Fundraising Form”** and submit to the office of Student Leadership & Campus Life. If no tickets are required, please submit request two weeks prior to activity; if tickets are being requested, please submit thirty (30) working days prior to activity. A copy of the approved Fundraising Project form will be sent back to you once your fundraiser has been reviewed. Space must be reserved for every on-campus fundraising activity at the campus where the fundraiser will taking place at.
2. **To reserve space on campus.** Take your copy of the **approved** “Fundraising Form” to the Student Leadership & Campus Life Office at the Valle Verde campus or Campus Life Office at the campus where the fundraiser will be held at, please submit request two weeks prior to activity and fill out the Room Request form to reserve your space.

Guidelines:

1. If a bake sale is to be conducted on campus all items must be pre-packaged, El Paso City-County Health Unit will be notified in advance by the Director of Student Leadership & Campus Life. The Food Permit must also be displayed at all bake sales. Please read Health Code regulations provided.
2. Goods to be used for fundraising projects may be ordered under the club advisor’s name after receiving approval from the Director of Student Leadership & Campus Life. Fundraising form must be completed prior to ordering items with photocopy of order. A detailed breakdown must be submitted with form.

Example:	Amount to be raised
	Amount to be paid
	Profit
3. Club Advisor is responsible for payment of goods. Advisor will submit the appropriate form. In order to pay bills, remember all money must be deposited through campus cashier and all money must be accounted for.
4. Fundraising projects requiring printing of tickets require the completion of “Application for Approval of Ticket or Item Sales for Fundraising Projects” and must be submitted to the Director of Student Leadership & Campus Life thirty (30) working days prior to event, along with the “Fundraising Project” form.
5. If tickets are necessary to perform the fundraiser, please contact the Director of Student Leadership & Campus Life for all policies, procedures and proper forms.
6. Any donations, goods, money, services must be reported to the Director of Student Leadership & Campus Life.

Student Organization Council (SOC) Funding

Student Government Association recognizes the need for EPCC student clubs/organizations to occasionally request monetary funds. Student Government Association had budgeted money to assist clubs/organizations throughout the school year. If you wish to allocate money, the club/organization must request the funds through the Student Organization Council (SOC).

- A. The following are guidelines that the Student Organization Council will use when monies are being requested. The club/organization must:
1. Be in attendance at SOC meetings 75%.
 2. Be a voting member of SOC.
 3. Supply the funds raised by the club/organization for the fiscal year, projected fundraising activities to demonstrate expected commitment to be raised and money contributed by individual members and sponsor(s) if applicable.
 4. Supply SOC meeting attendance and activities participated in.
 5. Have on file with the Director of Student Leadership & Campus Life club/organization meetings and activities held.
 6. Have proper forms filled out.
 7. Have total number of people the monies will affect.

*****Advisor attendance at SOC meetings will not count towards the organization SOC attendance*****

- B. The following is the procedure for requesting monies from the Student Organization Council:
1. Fill out Request for Funds form and have the club/organization advisor sign it. Attach Trip Expense form if the monies are being requested for a trip.
 2. Send to the Director of Student Leadership & Campus Life. It must be received at least five working days prior to the next SOC meeting in order for it to be on the agenda.
 3. Submit a five-minute PowerPoint presentation explaining the need for the request.
 4. Meet with Director of Student Leadership & Campus Life a few days before the SOC meeting.
 5. At the next SOC meeting, the club/organization representative will speak on behalf of the club/organization before it goes on to a vote by members of SOC.
 6. Money requested for a purchase or trip that is cancelled or not used as intended, must be returned to the SOC account.

Club Resources

Club Fair

Throughout the academic year, there is one to two Club Fairs. This day the clubs/organizations can request the use of a table in the space to advertise their clubs/organizations and recruit members. A theme will be established for the club fair for each club/organization participating.

Free Copies

Clubs/organizations are provided 25 free, black/white or color copies at the Student Leadership & Campus Life offices. To acquire these copies, bring original to the Student Leadership & Campus Life offices during business hours.

Duplicating Services

Clubs/organizations are entitled to use the services of the Instructional Services Center (ISC) at all campuses, provided funds are available in the club/organization account to pay for duplicating.

1. Complete “Work Request” form available at Instructional Services Center (ISC), obtain advisor’s signature and submit to the Instructional Services Center (ISC) at any campus. Be sure to write club/organization account number in the work request.
2. Instructional Services Center (ISC) will duplicate as requested and charge it to club/organization account.
3. Provide the Director of Student Leadership & Campus Life with a copy of the “Work Request” showing amount charged. Information needed to update ledger balance.

Free Club Advertising

As a service of being a recognized club/organization, members are able to apply to have flyers printed, logos, banners, and more! Better yet – they even HANG the promotional materials for you! To request these items to be completed for your club/organization, please visit <http://www.epcc.edu/district> forms, and under Campus Life forms fill out the Banner Request form.

Requesting Banners/Posters

If you are having an activity and would like to announce it on campus, you may request a banner from Campus Life. Pick up and complete the “Banner Request” Form from the Campus Life Office at your campus or from College website under District Forms. Please keep in mind that special projects such as this are in addition to the department’s regular workload, but given sufficient time, at least two weeks, they will gladly provide this item for you. Once banner is completed, check with the Campus Life Office for approval to post/hang banner on campus.

Reserving Media Equipment

As a recognized club/organization, you are also entitled to use equipment from the Instructional Media Services for campus use only. Perhaps you need a computer, microphone, etc.

1. Complete the “Equipment Request Form” available at the Instructional Media Services website and submit to your club/organization advisor for approval and signature.
2. Submit completed form to Instructional Media Services at the campus you need equipment.

Reserve space on campus

As an approved club, you are entitled to use college facilities for your club activities. Example: meeting rooms, fundraising space, athletic field, etc.

To reserve space for meeting you must:

1. Call the Student Leadership office at 831-3230 if reserving a space in the C building for availability or the Campus Life offices at campus you need space.
2. Obtain a “Room Request” form from the Office of Student Leadership if you are fundraising at Valle Verde and at Campus Life at the campus you will be fundraising. Form is also found on the EPCC website <https://my.epcc.edu/sites/Resources/DistrictForms/SitePages/Home.aspx>
3. Complete “Room Request” form.
4. Submit completed form to the Student Leadership Office or Campus Life Office at the campus where the event is taking place for approval.
5. If “Room Request” involves fundraising project, you need the signature of the Director of Student Leadership & Campus Life to ensure project has been approved.
6. If requesting a room for meetings at Valle Verde call Student Leadership office with date and time of meeting so reservation can be made.

To reserve space for fundraiser:

Space must be reserved for every on-campus fundraiser through the Student Leadership Office if fundraiser is taking place at the Valle Verde campus and at any Campus Life Office if fundraiser is taking place at the other campuses.

1. Follow the “Fundraising Guidelines” on page 41.
2. Once your fundraiser is approved, take your copy of approved “Fundraising” form to the Campus Life Office at the campus the fundraiser will be held at and fill out the “Room Request” form to reserve space.
3. If fundraiser is taking place at Valle Verde, fill out “Room Request” form at Student Leadership Office.
4. Call to find out if area is available before fundraiser is approved.

Characteristics of a Successful Advisor

You are a...

- **Mentor** – An advisor is more than just a figurehead for the club and a reference for the executive board. Often, students seek out advisors for issues both relating to club practices and those of a more personal nature. Be prepared to make lasting connections with students, challenge them intellectually/emotionally, and encourage leadership in the organization. Always be a guide to the organization and the executive board and understand needs/perspectives of all those involved.
- **Team Builder** – An advisor is, often, the glue that assists in holding the organization together and assists in creating cohesive teams and building positive relationships.
- **Conflict Mediator** – Sometimes, when necessary, the advisor must step in and hold the role of mediator with members or leaders who have different agendas, opinions, goals, etc. The advisor is expected to be unbiased and represent what he/she feels is best for the organization/its members.
- **Educator/Interpreter of Policy** – As a representative of EPCC administration, an advisor may have to interpret and intervene when institute policy is in question. In these instances, the advisor is expected to guide the group within these standard operating procedures and notify appropriate authorities of any activities that may occur outside institute policy.
- **Motivator** – A key role of the advisor is to motivate students to excel, carry out their plans, set goals, and dream big! As a motivator, advisors should encourage the club to continue with their goals despite failures and always offer constructive feedback/support.

You are not...

- **Uninvolved** – As stated in “Expectations”, an advisor is expected to attend events and is required to attend executive board meetings as necessary to provide guidance.
- **Controlling/manipulative** – An advisor is NOT the leader of the group. As an advisor, it is crucial to remain unbiased and look out for the well-being of the group despite the advisor’s beliefs.
- **Omnipotent** – Advisors are not expected to know everything. If the advisor utilizes this handbook effectively and communicates with the Club members, however, the advisor should be able to provide enough guidance to point the club/organization leadership in the right direction.
- **Just there to sign paperwork** – The advisor is not just around to sign club documentation and requests for financial resources. The advisor should know the inner workings of the club and have a strong idea of past initiatives, present standing, and future goals. If the advisor notices that they are not being as involved as they should, it is their responsibility to approach the club leadership or (if necessary) the Club members to intervene.

Advisors Should Be:

- Communicating regularly and meet with your executive board members.

- You're NOT just a signature on a paper – always check to see what paper you are signing!
- Make sure your students have your most up-to-date information for contacting you! If you're going to be out, let them know so they're not waiting on you.
- Attend all meetings or events, to show your club support.
- Look for a co-advisor! Advising can be fun but to help find balance at busier times it's nice to have someone else the students can rely on!
- If you're unsure – ask! the Director of Student Leadership & Campus Life with any club or advising questions you may have!
- If you don't hear from your club don't assume they're doing well – make the intentional effort to reach out to the members to see where the club is at and to try and set up a meeting to touch base.

Tools for a Successful Advisor

Things You'll Need Checklist:

- ✓ **Organization constitution/by-laws** (the Student Leadership & Campus Life office has these on file if you'd like to review your club's constitution. New clubs are required to work with their advisors to establish these. Constitutions and By-Laws should be reviewed on a regular basis)
- ✓ **Contact list of officers/members**
- ✓ **"Important Dates to Remember"**
- ✓ **Calendar of club events**
- ✓ **Required Paperwork** (Required Club renewal paperwork is due for all clubs on the third Friday in September. Call 831-3230 to obtain the most current club renewal)
- ✓ **History and understanding of club/organization** (Can be achieved by speaking with Club members and club officers)
- ✓ **Club Policy Handbook** (available online at the <http://www.epcc.edu/campuslife> webpage under the "Clubs and Organizations"; this document contains everything an officer could ever need to know about managing their club)
- ✓ **Individual Focused Meetings** (advisors are encouraged to contact Director of Student Leadership to set up a focused intentional meeting to discuss role as advisor and questions)
- ✓ **Understanding of department of Student Leadership & Campus Life** (it is encouraged all advisors are aware of the services provided through the Student Leadership & Campus Life office, and make sure they take an opportunity to visit the office)

Establishing a Good Relationship

Officers

Having a strong relationship with the leadership of your club/organization is crucial to success as an advisor. Above all else, it is important to have a clear understanding of the organization's goals and the roles of all individuals in the organization. As well, there is a great deal of turn-over every year between executive board members, and it is imperative that the advisor follow up with graduating members to make sure they're aware of who new students coming in are.

Encourage open dialogue and make sure that both the executive board and the members understand that you are there to assist in guiding the organization to accomplish its goals and provide support – not just the executive board members count, or need support! Someday, members WILL be executive board themselves! There should be a clear understanding of roles, responsibilities, and agendas within the organization and within the structure of the Student Leadership & Campus Life office.

In addition to these tips, be sure to do the following:

- ☐ Encourage open dialogue with both members and officers
- ☐ Have a clear understanding of expectations
- ☐ Encourage members and executive board to develop specific, manageable goals and look to the future; support these goals
- ☐ Allow for failure and learning to occur
- ☐ Respect all in the group and encourage feedback to be given both to the officers from the advisor and vice versa

For effective goal setting:

- ☐ Begin early in the year
- ☐ Ask the club: What is our purpose? What are we hoping to accomplish? Use probing questions to evaluate how well the club feels they performed previously, what can be improved, etc.
- ☐ Use consensus to develop group norms and goals

Remember the Do's and Don'ts

The Do's and Don'ts of Advising

- ✓ DO serve as a resource for the organization
- ✓ DO suggest ideas and goals
- ✓ DO serve as a personal and professional role model
- ✓ DO interpret institute policy/procedure
- ✓ DO exemplify leadership
- ✓ DO allow group to succeed AND fail to learn from their mistakes!
- ✓ DO advise group decision-making and provide consistency
- ✓ DO provide continuity and structure to organization
- ✓ DO trust yourself and the group
- ✓ DO have a sense of humor and have FUN with the students!

- ✗ DON'T control the club/organization
- ✗ DON'T hold veto power over decision
- ✗ DON'T pretend to "know it all"
- ✗ DON'T be the sole recruiter/marketer
- ✗ DON'T break promises
- ✗ DON'T manipulate the organization toward your own goals

Sample Transition Binder Outline

Below is a listing of information and documents that are recommended to include while building a transition binder. Depending on your club or organization you will need to adapt the following outline to fit your needs!

A. Student Leadership & Campus Life Contact Information

1. Student Leadership & Campus Life Information
2. Quick Resources and Referrals
3. EPCC Helpful Websites

B. Club History

1. Mission Statement
2. When was the club/organization founded?

C. Club Contact Information

1. General club contact information
2. Current officers contact information
 - a. Member & officer contact list
 - b. Signed officers' contracts
3. Previous officers contact information
 - a. Member & officer contact list
4. Advisor information
 - a. Department, office location, & contact
 - b. Role on campus
 - c. Officer job descriptions
5. Other organizations/Community Liaisons:
 - a. List of agencies + contact info.

D. Club Constitution

1. Note of any recent changes
2. Bylaws if applicable

E. Calendar of Events/Annual Events

1. How to reserve space, conference room or classroom?
2. Notes on annual events with:
 - a. Timeline of event
 - b. Methods of publicity used
 - c. Important contacts
 - d. Location information and contacts
 - e. Media coverage and contact information
 - f. Budget for event
 - g. Improvements to be made

F. Public Relations

1. Newsletters
2. Promotional/recruitment flyers
 - a. Copies (hard and/or electronic of past fliers)
3. Additional public relations materials
 - a. Alternative methods of recruitment used
 - b. Pictures

G. Financial Overview

1. Current Budget
2. Information on funding

H. Additional Information

1. Awards & Recognition
2. Forms
3. Templates

Transition Overview

A successful leadership transition process should be carefully planned out. There are four key phases to a transition; Pre-Transition, Preparing for the Transition, Passing the Torch and Thinking Ahead for the Fall. The bulk of the transition will occur in the Spring semester but it's important to carry out the transition through the summer to be fully prepared for the Fall semester.

Phase 1: Pre-Transition

The following should have already been accomplished:

- Elect your new Executive Board- make sure to hold elections early enough to leave yourself enough time for a successful transition!
- Finish all necessary correspondence (paperwork, letters, emails, phone calls)
- Submit your budget request to the Student Leadership office
- Submit End of the Year Report through to the Student Leadership office
- Develop action plan and time-line for new officer transition

Phase 2: Preparing for the Transition

Complete the following:

- Executive Board Contact information for new academic year
- Introduce all new board members to advisors

Preparing information for the incoming board:

- Invite the incoming executive board members to attend a meeting led by the exiting executive members- this will help new board members to understand the roles and responsibilities of their respective leadership positions
- Organize files (paper & electronic) to ensure proper documentation
- Create transition binders (see **“Transitions” Binders page 51**)
 - Each incoming officer should be provided with an organized binder
 - Give your predecessor a tour of the binder- don't just pass it off!
 - All officers should have a copy of the following:
 - Executive board contact list
 - Constitution/ by laws
 - General “job” description
 - Key Administration Contacts
 - End of the year report & evaluation

Phase 3: Passing the Torch

Schedule Transition Meetings:

- Ideally, the outgoing President/Vice President should meet one-on-one with the incoming President/Vice President and include the advisor during the Spring semester.

- Topics of discussion:
 - Calendar
 - Goals for next year
 - Past, current, and future issues
 - Financial status of club/organization
 - Expectations of roles
- Hold a joint meeting for the outgoing and incoming executive board. Think of this as an adjustment period.
 - Suggestions for agenda:
 - Introductions
 - Review of constitution
 - Review the goals and accomplishments of current year
 - Handle unfinished or pressing business
 - Break into one-on-one meetings for each position
- If time permits, hold a **transitions retreat** with the incoming executive board. As part of your retreat include team builders to foster good working relationships. Team Builders will allow you to learn a great amount about your organization and is a stepping stone to building a strong team.
 - Outcomes of holding a retreat:
 - Increase and foster open and honest communications
 - Builds positive social relationships
 - Develop trust and mutual support
 - Builds respect...appreciation of differences
 - Builds pride for your group
 - Use the uniqueness of members to accomplish goals

Phase 4: Thinking Ahead for Fall

Fall can be a busy time of the year! Plan ahead and think of the following items over the summer so that you are fully prepared for your new leadership position!

Introduce board members to advisors and other key administrators

- Prepare for the Fall Club Fair
- Update constitution, job descriptions to make sure that they accurately reflect the organization
- Informal meetings to encourage group bonding and support
- Review rosters on Club Connections and update as needed
- Update calendar
- Create timelines
- Become familiar with Student Leadership

Outgoing Officers Transition Discussion Topics

Goals:

1. What were the goals, and how well did we do on each goal?
2. Which goals should be continued?
3. Which goals should be altered?
4. Which goals should be dropped?

Programs and Activities:

1. What activities and programs did we sponsor?
2. How effective was each program?
3. Did we do any community service activities?
4. Were the programs and activities consistent with group goals?
5. Which activities should be continued and which should be dropped?

Membership:

1. Do we currently have just enough, too few, or too many members (in light of the group's goals)?
2. How effective were our membership recruitment efforts, if any?
3. Are the members actively involved in the operation of the club (including decision-making, planning, implementing, and evaluating)?
4. Are members enthusiastic about the activities and motivated to work towards the group goals

Officers and Organization Structure:

1. Do officers understand their responsibilities and roles within the organization?
2. Did the officers operate as a team or could cooperation between officers be improved?
3. Is the amount of time and effort required of each officer equal, or are some expected to work harder than others?
4. How would the general membership evaluate the effectiveness of the officers?

5. How would the officers evaluate the effectiveness of the officers? What could be improved?

Organization Operation:

1. Was the budget managed properly?
2. Were meetings run effectively?
3. Was the frequency of meetings appropriate?
4. Do we experience scheduling conflicts with other groups or activities?
5. Additional Notes:

Incoming Officer Questionnaire

A. List 3 things that made you want to run for this office and why:

- 1.
- 2.
- 3.

B. List 3 new ideas that you would like to implement for your position this year:

- 1.
- 2.
- 3.

C. List 3 important foreseeable problems in your position:

- 1.
- 2.
- 3.

D. List possible solutions to the above 3 problems:

- 1.
- 2.
- 3.

E. Please think through and respond to the following questions regarding your responsibilities. Think of this information as a to-do list- it will be very helpful to your successor!

1. Things specific to the position I want to know about (forms, duties, etc.)
2. Things I should do before the semester begins...
3. People (positions) that I should get to know...
4. Services that I need to know about...
5. Things I need to know about working with my advisor...

6. Other questions I wanted answered...

Officers Contract

I, _____ accept the position as _____
_____ as on the 2022-2023 Club Recognition Form.

I fully accept all responsibilities of the position description and as delegated to me by the President, Vice President, and Advisors. I will adhere to the regulations set forth by the Student Organization Council and Student Government. I understand that all organization meetings and events are mandatory, unless otherwise stated. I will do my best to represent (Club/ Organization) on campus and the community and be an active, engaged member of the officers' board. If I fail to perform my responsibilities or meet the expectations presented to me, I understand that actions will be taken and I can be removed from the (Club/Organization) general assembly.

Club officer _____
Signature _____ Date _____

Club advisor _____
Signature _____ Date _____

Frequently asked questions

Q. Who can be a club/organization advisor?

A. Full time faculty can be an advisor; part time faculty can be a co-advisor. The only requirement is to be a faculty member and agree to fulfill the responsibilities within this document and listed through Student Government. At the beginning of the year, the advisor has to sign the Club Recognition Renewal form.

Q. What documentation needs to be on file for my club to stay “active”?

A. Every year (Fall and Spring), a club must submit a Club Recognition Renewal Form to be officially “recognized.” If they fail to do this, their club is put on Hold and therefore they are unable to hold events and to continue acting. In addition to this, every club must have a constitution/by-laws on file. Email notification and reminders will go out well in advance of these deadlines.

Q. What is my liability/risk associated with being a club advisor?

A. If a club advisor is acting to the best of their knowledge and not violating any institute policies/procedures (or knowingly turning a blind eye to operations that might do so), the advisor has no liability. If there are any questions in this regard, please direct them to the Student Leadership & Campus Life office.

Q. How does my club plan an event?

A. Members of clubs need to be proactive when considering event planning. Events should be planned at least 2-3 weeks in advance. Consideration needs to be given to what type of event the club is looking to hold, what the needs and amenities are, and what budget considerations need to be taken into effect.

Q. Can I travel with my club?

A. Advisors are to travel with their clubs at all times. The ratio is one advisor to 10 (ten) students. More than 10 (ten) require an additional advisor.

Advisor Involvement Expectation Rating Sheet

Have every member of the club complete this exercise. It is designed to gauge the members' perception of your level of involvement. Different activities and events can change to suit those of your organization. Please circle the number that best represents your impression of your advisor's level of involvement.

	Low Involvement			High Involvement		
1. Attendance at weekly meetings Comments:	1	2	3	4	5	6
2. Speaking during weekly meetings Comments:	1	2	3	4	5	6
3. Attendance at monthly activities Comments:	1	2	3	4	5	6
4. Making decisions for the club Comments:	1	2	3	4	5	6
5. Availability to meet with members Comments:	1	2	3	4	5	6
6. Assist in preparation of events/travel	1	2	3	4	5	6

Comments:

7. Other:



Advisor Expectation Checklist

Listed below are some expectations which can be negotiated between student leaders and their advisor. The form is designed to help advisors and officers arrive at a clear and mutually agreed upon advisor role. The advisor and the officers of the club should rank the following items (1-5, 1 reflecting something that is NOT the role and 5 being an essential duty) and then meet to compare answers and discuss any differences. For items that are determined not to be the responsibility of the advisor, it is important to establish WHOSE responsibility it will be.

RATING:

- 1 – NOT an advisor duty**
- 2 – Option Duty**
- 3 – Occasional Duty**
- 4 – Essential Duty**
- 5 – More of a student duty**

	Take an active part in formulating the goals of the club
	Take the initiative in developing teamwork and cooperation among the officers
	Be responsible for planning leadership skills workshops
	Attend general meetings
	Call meetings of the executive committee when believed to be necessary
	Attend all group activities, meetings, events
	Meet with the president before each meeting
	Help the president or other officers prepare an agenda for meetings
	Be quiet during general meetings unless called upon
	Speak up during discussion when the advisor thinks the group is making a poor decision
	Initiate ideas for discussion when the advisor believes they will be helpful
	Veto a decision when it violates a stated objective, bylaws, or EPCC policy
	Check all official correspondence before it is sent out
	Mediate interpersonal conflicts as they may arise
	Let the group thrive or decline on its own; do not interfere unless requested
	Let the group work on its own problems; allow for mistakes and “doing it the hard way”
	Be familiar with EPCC resources and procedures that affect the group
	Explain EPCC policy to the entire group and when relevant to discussion
	Take an active part in the orderly transition of responsibilities between officers



Club Name Change Request

To change the official name of a club/organization, please complete the form below and the following steps:

1. Attach a new signed and dated copy of the club's/organization's constitution including the club/organization new formal name with this completed form.
2. Attach a copy of the club's/organization's meeting minutes that document any related discussion and the vote to change the club's/organization's name where 50.1% of the votes cast if the members present are in favor of the name change. The minutes must include the new formal name of the club/organization. The minutes must be signed and dated by the executive officers.

-OR-

If any club/organization's constitution addresses the procedure by which the group can change its' name, any supporting documentation related to this procedure will need to be submitted along with this request for change form.

This information can be submitted in person to room C-107 at the Valle Verde campus.

Club Contact Information

Present Club Name: _____

Club Webpage/ Club Email Address: _____

Request for Name Change

Please list the name that you would like your club changed to. Keep in mind, once a club name is changed there is a holding period until the name can be changed again.

Explanation of Change

Summarize the reason as to why your club is looking to change their name, the reason why you think this name should occur, how it will reflect your club.

Agreement and Signature

By submitting this application, I understand that the club name is not automatically changed and that I will be the contact person in regard to name changes.

Name (printed): _____

Signature: _____

Date: _____

Recognition of Student Club/Organization

To continue as an official EPCC recognized club/organization, you must complete a **“Club/Organization Recognition/ Renewal”** form at the beginning of each school year, this must be submitted to the Director of Student Leadership & Campus Life, no later than the **third FRIDAY in SEPTEMBER** for the Fall Semester and the **FIRST FRIDAY in FEBRUARY** for the Spring Semester of the current academic year, unless granted extension by the Director of Student Leadership & Campus Life.

Examples of how a recognized student club/organization may have its recognition revoked:

1. Failure to comply with college policies, regulations and procedures as set forth in this manual.
2. Failure to abide by its constitutional objectives.
3. Allowing membership to drop below five (5) active students.
4. Failure to complete and submit appropriate request forms for recognition, proposed activities, travel, etc.
5. Outstanding debts/reports.
6. Club/Organization fails to meet at least twice a semester; copies of **ALL minutes** must be submitted to the Director of Student Leadership & Campus Life.
7. Club/Organization fails to attend 75% of the SOC Meetings.
8. Failure to acquire proper signatures for expenditures.

A student club/organization whose recognized status has been canceled, may appeal to the Director of Student Leadership & Campus Life within four (4) months following the date of cancellation.

How to Write a Constitution

A constitution contains the basic rules of the club/organization. It is important to be clear and precise, but not overbearing. The 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. This is just a sample and each club/organization is free to adjust the contents to meet the needs of the club/organization.

Title

Constitution for the _____

Preamble

Article I

Name of Club/Organization

Article II

Objectives or Purpose of Club/ Organization

Article III

Membership

Article IV

Meetings

Article V

Amendments

Date of Ratification or Revision

Club/Organization President

Club/Organization Advisor

Director of Student Leadership & Campus Life

SOC President



Sample Constitution

Constitution for the _____ Club/Organization

Preamble

We, the members of the _____ club/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, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity and conforming to the rules and regulations set forth by El Paso Community College.

Article I - Name

The name of this club/organization shall be _____

Article II - Purpose

The purpose of this club/organization shall be to _____

Article III – Membership

Section 1: Membership:

- a. Membership shall be open to all interested students of El Paso Community College. EPCC does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.
- b. There shall be no membership fee.
- c. EPCC staff and/or faculty members may participate in club/organization activities as a non-voting member of the club.

Section 2: Officers:

The Elected officials of the club/organization shall be President, Vice-President, and Secretary and Treasurer.

- a. Election officers shall be announced at least two (2) weeks in advance and shall be conducted according to democratic procedures. The elections shall be held approximately two (2) weeks before the end of the Spring Semester.
- b. Newly-elected officers shall assume office immediately on the verification of the election results and will serve a term of one year, until the next election.
- c. Officers shall give regular reports to the club regarding their areas of responsibility.

- d. Any officer of the club/organization may be removed from the club by the due process for failing to execute his/her duties or for violating the constitution.

Section 3: Meetings:

All meetings shall be conducted by the President or Vice President in the absence of the President. The meetings will be conducted in an orderly manner and will follow well-established guidelines of parliamentary procedures.

- a. Frequency of Meetings.
- b. Meetings may be called by the President or by a petition of two-thirds (2/3) of the club membership.
- c. The club shall meet on a regular basis, with the dates to be determined by the officers of the club/organization, so long as there shall be minimum of two (2) meetings during the Fall Semester and two (2) meetings during the Spring Semester.
- d. The officers shall announce the specifics regarding the meetings.
- e. A quorum shall exist when two-thirds (2/3) of the club membership is present.

Section 4: Student Organization Council (SOC):

The Student Government Association requires that every club/organization send a club/organization representative to the SOC meetings and stay in good standing with the Council. This includes retaining voting status. The club/organization shall designate a person or persons to attend these meetings.

Article V - Amendment

This constitution may be amended by two-thirds (2/3) affirmative vote of the membership of the club/organization provided that the proposed amendment shall have been presented in writing to the officers and advisors two weeks prior to the ratification election and the election shall have been at least two (2) weeks in advance.

This constitution was (adopted, revised, passed) on the ____ day of _____, 20__.

Club/Organization President

Club/Organization Advisor

Director of Student Leadership & Campus Life

SOC Chairperson



Sample of By-Laws

Article I - Duties of the Officers

- Section I: President
- Section II: Vice President
- Section III: Secretary
- Section IV: Treasurer

Article II - Nomination of Officers

- Section I: Nomination of Individuals
- Section II: Qualification of Officers

Article III - Election of Officers

- Section I: Date of Election
- Section II: Manner of Election
- Section III: Counting of Votes
- Section IV: Impeachment Procedures

Article IV - Meetings

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

Article V - Committees

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

Article VI - Finances

Article VII - Amendments

- Section I: Origin
- Section II: Voting procedures

Club/Organization President

Club/Organization Advisor

Director of Student Leadership & Campus Life

SOC Chairperson

Club/Organization Recognition Packet



Recognition of Student Club/Organization

A club/organization in which membership is limited to student, staff, and faculty may become a recognized club/organization by complying with the process established by El Paso Community College.

I. Club/Organization and Recognition Procedures.

- a. A club/organization shall be eligible for recognition if:
 1. Membership consists of five (5) or more students.
 2. Membership is not denied to anyone on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.
 3. Full-time faculty member agrees to serve as an Advisor. A faculty member may serve as Co-Advisor on no more than two clubs/organizations or sole advisor on only one club/organization.
 4. Club/organization is in good standing.
 5. Affairs are conducted in accordance with District policies, procedures, rules and regulations.
 6. Membership is limited to students; however, staff or faculty of the District may participate with no voting privileges.
 7. Members cannot be charged local dues. Club/organization may charge for state or national dues affiliated and members are not required to join the national organization.
 8. Club/organization must meet at least twice a semester. Minutes from all meetings must be submitted to the Office of Student Leadership & Campus Life.
 9. Club/organization must send a representative to attend Student Organization Council (SOC) meetings.

b. Application:

A club/organization shall apply for recognition as an official EPCC student club/ organization by submitting the following to the Office of Student Leadership & Campus Life:

1. Complete "Club/Organization Recognition Packet" form.
2. One (1) copy of proposed club constitution.
3. Name of Advisor, Officers and club members with their EPCC Student ID#'s and phone numbers.
4. Local, state or national information if affiliated.

c. Steps for Recognition:

1. Director of Student Leadership & Campus Life reviews application for student eligibility & completeness.
2. Student Organization Council (SOC) reviews application.
3. Student Leadership & Campus Life Administrative Office Assistant will contact Advisor and club President with results by email.

d. Approval of Club/Organization:

1. After club/organization has been approved as a recognized EPCC club/organization, the Director of Student Leadership & Campus Life will request an account to be opened for the new club/organization and the club/organization Advisor will be notify of the assigned account number and approval.
2. All club/organization financial transactions must be handled through the college account number assigned. Violation of this will result in recognition being *revoked*.

II. Privileges of Official Club/Organization Recognition:

- a. Participation in EPCC Campus Life programs and events.
- b. Use of college facilities for approved club/organization activities and functions, including mail room privileges.
- c. Access to college news media.
- d. Conduct fundraising activities at EPCC campuses.
- e. Support from the Student Government Association and the Student Organization Council.

III. Loss of Recognition:

- a. The SOC Chairperson may, for good cause, recommend to the Director of Student Leadership & Campus Life to revoke a club's/organization's recognition.
Example of good cause includes:
 1. Failure to comply with the college policies, regulations or procedures and those set forth by this packet, the Student Organization Council Constitution.
 2. Failure to abide by the club's/organization's own constitutional objectives.
 3. Insufficient membership and activity for one (1) year, demonstrates that the club/organization is not fulfilling its purpose.
 4. Failure to complete and submit appropriate request forms for renewal, proposed activities, travel, etc.
 5. Outstanding debt or financial reports.
 6. Club/organization fails to meet at least twice a semester; **copies of all minutes** must be submitted to the Office of Student Leadership & Campus Life.
 7. Failure to attend SOC meetings.
 8. Failure to acquire proper signature for expenditure.
- b. A club/organization which has lost its recognition may appeal the decision with the Director of Student Leadership & Campus Life.
- c. A club/organization for which recognition is revoked loses its privileges as an EPCC club/organization and is prohibited from using the college's name or facilities in any manner.
- d. Funds accrued in the account of the club/organization for which recognition is revoked will be held in trust for no longer than a two-year period after which they will be dispersed as part of the EPCC Student Government budget.

IV. Club Recognition Renewal:

- a. All recognized clubs/organizations are required to renew their recognition annually. Submit the “Renewal Form” which can be found in the Student Organization Manual or at the Student Leadership & Campus Life office in room C-107 at the Valle Verde campus **no later** than the **third Friday in September** of the current year. A club/organization will be considered active for the entire academic year, provided it operates within the policies and regulations of the college. If a club/organization revises its constitution, a copy of the revised constitution is not valid until approved by the Director of Student Leadership & Campus Life and SOC Chairperson. **No Late renewals will be accepted. Due date is the last Friday in September for the Fall Semester and the third Friday in February for the Spring Semester of current academic year, NO EXCEPTIONS.**
- b. Club/organization which fails to submit “Club/Organization Recognition Renewal” form will be considered inactive. No expenditure of funds or activities will be allowed.
- c. A club/organization which remains inactive for one year upon recommendation by SOC Chairperson to the Director of Student Leadership & Campus Life will be dissolved. Club/organization funds will be dispersed as part of the Student Government budget.
- d. A club/organization which has lost its recognition may apply as a new club/organization.
- e. A club/organization for which good standing has been revoked may apply as a new club/organization when all matters which necessitated revocation have been resolved.

DEFENITIONS:

Loss of good standing results in loss of club/organization privileges such as use of facilities, fundraising authorization, etc.

Loss of recognition indicates the club/organization is no longer a part of El Paso Community College and therefore cannot function under the auspice of a recognized club/organization.



Petition of Recognition

The _____ Club/organization, would like petition for College recognition. Attached please find one (1) copy of our proposed constitution plus additional documents requested.

_____	_____	_____	_____
Club/Organization Advisor	Campus/Room	Extension	Date

*****OFFICE USE ONLY*****

Student Organization Council Chairperson Recommendation (SOC)

☐ Approved ☐ Disapproved ☐ Changes needed

Reason: _____

Director of Student Leadership & Campus Life Recommendation:

☐ Approved ☐ Disapproved ☐ Changes needed

Reason: _____



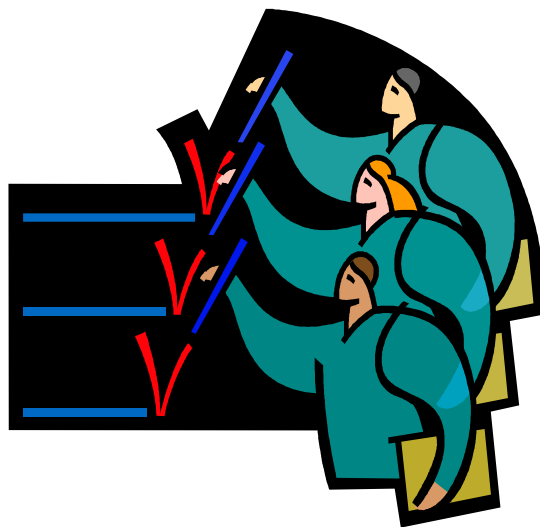
Documentation Check List

Club/Organization Name

Club/Organization Advisor

Campus/Room

Extension



*****OFFICE USE ONLY*****

Document
Petition for Recognition
List of Club Members
Proposed Constitution
External Affiliation

Received by

Date



CLUB RECOGNITION

_____ request recognition to be renewed _____ for the
(Club's/Organization's Name) (Academic Year)
academic year. Our faculty advisor is _____

(Advisor's Name)

Semester recognized ☐ Fall 20____ ☐ Spring 20____ Club Recognition is due third Friday of September for fall and the first Friday of February for Spring semester. The last day to add new members is **ten (10)** business days after dead line.

Organization Information

Please Complete only what is Applicable

Club/Organization Name: _____

Club/Organization E-mail: _____

Club/Organization Website: _____

Number of current Members: _____

Officers

President: _____

Phone #: _____

E-mail: _____

Student ID: _____

Signature: _____

Vice President: _____

Phone #: _____

E-mail: _____

Student ID: _____

Signature: _____

Secretary: _____

Phone #: _____

E-mail: _____

Student ID: _____

Signature: _____

Treasurer: _____

Phone #: _____

E-mail: _____

Student ID: _____

Signature: _____

Members

(If you are an officer and signed on the first page DO NOT SIGN AGAIN)

****Only Currently Registered EPCC students may join EPCC Student Organizations****

Position: _____	Position: _____
Name: _____	Name: _____
Phone #: _____	Phone #: _____
E-mail: _____	E-mail: _____
Student ID: _____	Student ID: _____
Signature: _____	Signature: _____

Position: _____	Position: _____
Name: _____	Name: _____
Phone #: _____	Phone #: _____
E-mail: _____	E-mail: _____
Student ID: _____	Student ID: _____
Signature: _____	Signature: _____

Position: _____	Position: _____
Name: _____	Name: _____
Phone #: _____	Phone #: _____
E-mail: _____	E-mail: _____
Student ID: _____	Student ID: _____
Signature: _____	Signature: _____

Position: _____	Position: _____
Name: _____	Name: _____
Phone #: _____	Phone #: _____
E-mail: _____	E-mail: _____
Student ID: _____	Student ID: _____
Signature: _____	Signature: _____

Position: _____	Position: _____
Name: _____	Name: _____
Phone #: _____	Phone #: _____
E-mail: _____	E-mail: _____
Student ID: _____	Student ID: _____
Signature: _____	Signature: _____

Position: _____
Name: _____
Phone #: _____
E-mail: _____
Student ID: _____
Signature: _____

Position: _____
Name: _____
Phone #: _____
E-mail: _____
Student ID: _____
Signature: _____

Position: _____
Name: _____
Phone #: _____
E-mail: _____
Student ID: _____
Signature: _____

Position: _____
Name: _____
Phone #: _____
E-mail: _____
Student ID: _____
Signature: _____

Position: _____
Name: _____
Phone #: _____
E-mail: _____
Student ID: _____
Signature: _____

Position: _____
Name: _____
Phone #: _____
E-mail: _____
Student ID: _____
Signature: _____

Club Advisor: I am willing to serve as the Club Advisor for this club. I certify this club consists of at least five (5) members. THE CLUB ADVISOR IS RESPONSIBLE FOR KEEPING THIS LIST ACCURATE AND CURRENT.

Advisor:

Printed Name: _____ Ext: _____

E-mail: _____ Campus/RM _____

Signature: _____ Date _____

Co-Advisor: **(Only one allowed per club)**

Printed Name: _____ Ext: _____

E-mail: _____ Campus/RM _____

Signature: _____ Date _____

Departmental Approval to Serve as Advisor:

Instructional Dean: _____ Date _____

Approvals:

SOC Chairperson: _____ Date _____

Important Dates

****FALL SEMESTER****	****SPRING SEMESTER****
Deadline to submit Club Recognition Renewal Form – Third Friday in September	Deadline to submit Club Recognition Renewal Form – First Friday in February
	SGA Banquet

FORMS



Fund-Raising Project Form

Club

Name: _____

Fund-Raiser Approved by Club On: _____

(Submit copy of minutes with request - **REQUIRED**)

Will tickets be printed? ☐ No ☐ Yes

❖ Check Timelines

DATE	LOCATION	TIME	DESCRIPTION	APPROVED by SGA Advisor	
				YES	NO

NOTE:

- ❖ All food items must be individually wrapped and specify type of food (attach a readable copy).
- ❖ A copy of food handler's card required.
- ❖ A copy of Health Permit required when selling club prepared food.
- ❖ Lotteries and raffles are not permitted as stated in College Procedure GE-3.
- ❖ All monies must be accounted for and deposited in club account on same day as the fundraiser.

Submitted by:

_____	831-_____	_____
Club Advisor	Ext.	Date
_____	831-_____	_____
Director of Student Leadership & Campus Life	Ext.	Date

❖ Timelines

Tickets are **NOT** needed:

Submit fund-raising form two (2) weeks prior to activity

Tickets **ARE** needed:

Contact the Student Leadership Office for additional procedures and forms and submit request 30 days prior to activity.



SOC Request for Funds

Club Name: _____

Club Account: _____ Funds needed by: _____

PURPOSE:	
TOTAL FUNDS NEEDED FOR PROJECT	\$
CLUB BALANCE (must be checked with Student Government Association Advisor)	- \$
BALANCE TO REMAIN IN ACCOUNT (\$300.00)	- \$ 300.00
REMAINING CLUB BALANCE	\$
AMOUNT REQUESTING	\$

If purchase or trip is cancelled or the monies are not used for the intended purpose, SOC may transfer the funds back to the SOC account. This includes overestimated money from trips taken and purchases made.

FUNDS RAISED TOWARDS PROJECT	\$
CONTRIBUTIONS MADE BY THE CLUB MEMBERS/ADVISOR	\$
EXPECTED FUND RASING FOR PROJECT	\$

Advisor's Signature Date

SOC Chairperson Date

Director of Student Leadership & Campus Life Date

☐ Approved amount \$ _____ ☐ Disapproved

NOTE: *If requested monies are for travel, attach Trip Expense Breakdown form



Trip Expense Breakdown

Complete form and present to Student Organization Council along with Request for Funds form.

Registration

Conference/Organization Name: _____

Beginning Date: _____ Ending Date: _____

\$ _____ per/student x _____ students = \$ _____

\$ _____ per/advisor x _____ advisor = \$ _____

\$ _____

Hotel (include applicable taxes)

Hotel Name: _____

\$ _____ per/room x _____ rooms x _____ nights = \$ _____

\$ _____

Per-diem

\$30.00/day x _____ days x _____ travelers = \$ _____

\$ _____

Transportation

Air fare

\$ _____ per/ticket x _____ tickets = \$ _____

Leave after: _____ Return after: _____

Date of quote: _____ Airline: _____

If purchased by: _____

Note: *TICKETS ARE NOT PURCHASED UNTIL TRIP HAS BEEN APPROVED BY VICE PRESIDENT OF STUDENT SERVICES*

ALLOW FOR SUFFICIENT TIME.

Van rental

\$ _____ per/day x _____ days = \$ _____ per/day in-town

\$30 per/day out of town

\$ _____

Other Expenses:

\$ _____

Total Trip cost \$ _____



Out of Town Travel Proposal/Justification

Club Name:
Advisor:
Destination:
Purpose of Trip:
Please give a brief explanation of the reason that you are required to make the trip:
Is anyone else from the college attending: YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please describe why more than one person must attend:
Briefly describe the implications/ramifications to the college if nobody attends:



Trip Report

Name of Person Traveling:
Department:
Date of Travel:
Place and Reason:
Description of Activity:
Pertinent observation relative to EPCC:
Key Contacts:



El Paso Community College

Student Medical History*

(All information is confidential)

Student Name: _____ ID No. _____

Medical Insurance: No _____ Yes _____

If yes, Insurance Company: _____

Policy #: _____ Group #: _____

Please print clearly.

Medical Conditions

Do you have any medical condition(s) that requires medication*? No _____ Yes _____

If yes, list medication: _____

Dosage: _____

Allergies: **Please circle Yes or No**

Animals No Yes Indicate: _____

Food No Yes Indicate: _____

Insect bites No Yes Indicate: _____

Medication No Yes Indicate: _____

*List medical conditions

In case of emergency contact:

Name: (PRINT CLEARLY) _____ Relationship: _____

Phone#: Home: _____ Work#: _____ Cell# _____

Address: _____ City: _____ State _____ Zip _____

Student Signature Date

***Note:** This form is voluntary and if filled out the club advisor must take it along on the trip for reference.



El Paso Community College Release Form*

I _____ hereby acknowledge that I am solely responsible for all consequences while traveling with the, _____ Student Organization, for the period covering _____ to _____.

By signing this form, I represent to the college that I am of sufficient mental and physical capability and condition to participate in the above stated activity. I understand that my participation is not required by the college; that such activity is an optional and independent event conducted at an educational function sponsored by the college; and that there may be a risk of bodily injury. I further understand that the college disclaims liability for any claims arising from the activity, and I release, remise and discharge the college from same.

Signature of Participant

Witness

Club Advisor

Date

***Note:** This form, when properly completed, must be on file at the Student Government Association Advisors office, before trip is taken.

The following forms can be found in the college website

<http://www.epcc.edu/DistrictForms/Pages/default.aspx>

Cashier Forms

Petty Cash Reimbursement/Disbursement

EPCC Departmental Deposit

Accounts Payable Forms

Travel Request

Out of Town Expenditure Report

Campus Life Forms

Room Request Form

Banner Request Form

EL PASO CITY-COUNTY HEALTH AND ENVIRONMENTAL DISTRICT
FOOD INSPECTION PROGRAM
222 SOUTH CAMPBELL STREET
EL PASO, TEXAS 79901-2897

FOOD ESTABLISHMENT AUTHORIZATION

The Regulatory Authority has inspected the charitable or non-profit organization and approved the issuance of a Food Establishment Authorization to the following:

CITY-FOOD PRODUCT ESTABLISHMENT (UNDER 3,000 SQUARE FEET)

DBA: EL PASO COMMUNITY COLLEGE CLUBS AT: 919 HUNTER, EL PASO, TX 79915

OWNED BY: EL PASO COMMUNITY COLLEGE

Said food establishment has conformed to Vernon's Texas Code Annotated, Chapter 437 and 438 of the Texas Health and Safety Code, El Paso County Food Safety Order, and/or Chapter 9.12 of the Municipal Code pertaining to public health.

PERMIT NUMBER: 1853

LICENSE SECTION: 9.12.070G

ISSUED: October 11, 2000

EXPIRES: PERMANENT



RESTRICTION: 9.12.050D RESTRICTED TO PREPACKAGED FOOD ONLY, NO POTENTIALLY HAZARDOUS FOOD. AN ESTABLISHMENT WITH THIS TYPE OF RESTRICTION NEED NOT PROVIDE HOT WATER FOR REQUIRED TOILET FACILITIES.

VEHICLE: LICENSE PLATE: REGISTRATION:

This Authorization may be suspended by the Regulatory Authority for violation of said laws, rules or ordinances. This Authorization is not transferable from one person to another, nor from one location to another and shall be posted in a location conspicuous to

Antonie Kelly
INSPECTOR

Alvaro Calles
REGULATORY AUTHORITY

CORRECTED COPY