

PVCC Clubs & Organizations

2023-2024 Policies and Procedures Manual

This manual was established to guide and inform club advisors, officers, members, faculty and staff during the planning and facilitation of programs and events throughout the academic year. If you have any questions or concerns, please contact the Coordinator of the Office of Student Life and Campus Engagement (OSLCE) by emailing StudentLife@pvcc.edu, calling 434-961-6570 or visiting Room M107 in the Main Campus Building.

The OSLCE serves as the primary avenue for student involvement at PVCC including clubs and organizations, educational and recreational activities, community service, leadership and sports/fitness opportunities. Through participation in clubs and organizations or other planned activities, students develop a wide range of abilities, self-confidence, interpersonal skills and an appreciation for other cultures and lifestyles.

PVCC is fortunate to have 40+ clubs and organizations representing diverse interests and activities. Visit the Club website for the current list – <http://www.pvcc.edu/clubs>. If interested in starting a new club, follow the four steps on the website. Finding a PVCC Staff or Faculty member to serve as the advisor is an important part of establishing a club/organization. If you don't know who could be a good advisor, consult with the Coordinator who may have suggestions.

All clubs and organizations are encouraged to hold regularly scheduled meetings, as well as work diligently to increase membership. The Coordinator will hold a Club Fair at the beginning of both the fall and spring semesters to help with generating membership but officers/members are encouraged to host a recruiting table in the Student Center over the lunch hour when the bulk of students are on campus as well. PVCC has a scheduled "College Hour" between 12:00-1:00 p.m. every Monday, Wednesday and Friday but Tuesdays and Thursdays can also be a good time to host a table considering how many students are on campus for classes. Be sure to request a table from the Coordinator **in advance** by emailing StudentLife@pvcc.edu. A reservation is required since these tables are also used by other offices at PVCC (admissions, career services, civic engagement, etc.).

Clubs and organizations can also market themselves by making sure that the content and contacts are up-to-date on the club website – <http://www.pvcc.edu/clubs>. The Club Advisor is responsible for updating the content but the Coordinator can contribute to that as well. Be sure to include the club mission/overview, when and where meetings are held, club initiatives or events, and advisors/officers' contact information. Adding pictures helps to attract more members!

State Board Requirements for Student Activities:

The State Board shall recognize and encourage honorary, scholastic, service organizations and sports clubs that do not restrict membership based on race, color, gender, age, religion, disability, national origin, sexual orientation or other non-merit factors. Private clubs, private associations, social fraternities/sororities shall NOT be recognized by the VCCS. The following regulations and procedures apply to all student activity programs in the community colleges of the VCCS:

- A. The entire program of student activities shall be under college supervision.
- B. There shall be a faculty or staff sponsor for each student organization.
- C. All student activity funds shall be deposited with and expended through the college business office, subject to State Board policies, procedures, and regulations pertaining to such funds.
- D. Each college, with the approval of its local board, shall adopt its own regulations and procedures to implement the above policy.

- E. All student activity programs and recognized organizations must comply with the VCCS' non-discrimination policy, except as follows:

Any recognized religious or political student organization shall be authorized to limit certain activities only to members who are committed to furthering the mission of such organization. Such activities include ordering the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines, and resolving the organization's disputes.

PVCC Specific Requirements:

Mission:

Each club or organization must have a mission statement that is approved by both their faculty/staff advisor and the Coordinator of Student Life and Campus Engagement, to function and receive funds from the Office of Student Life and Campus Engagement.

Budget:

- a. The OSLCE Coordinator processes all bills/expenses and maintains the budgets for all student organizations.
- b. All clubs are allotted a budget of \$500 for the fiscal year of July 1-June 30. If a club wants additional funding, a budget request must be submitted to the OSLCE Coordinator in March for the following academic year (the form can be found on the Clubs page – <http://www.pvcc.edu/clubs>). The additional allocation will be approved by the Student Government Association (SGA) Budget Committee. New clubs that missed the budget process can submit a request at any time of year but the SGA Budget Committee only meets once/month so the approval process may take some time.
- c. It is advisable to submit requests for purchases at least ten days in advance so that the business office can process it.
- d. If a club member or advisor is to be reimbursed, they must complete the reimbursement form (found on the Clubs page – <http://www.pvcc.edu/clubs>). All information must be completed in full and the advisor must co-sign the form. Reimbursements need to be submitted on a monthly basis with indicating which club members participated in an event, meeting or activity the funds supported. Please do NOT wait until the end of the academic school year to request a reimbursement.
- e. Clubs will be held accountable for the spending of their budget. At the end of each semester, the allocation will be reviewed. If a club was issued money for an activity which was to be held at a certain time and it failed to do so, that money will revert to the general fund.
- f. Fundraising efforts must be approved by the OSLCE Coordinator. All funds raised at a fundraiser event must be delivered to the Coordinator within a 24-hour period.
- g. Money that has not been spent by the end of the fiscal year (June 30) will NOT be carried over to the next year. Please note: any money raised from a fundraiser and not spent in that year WILL be carried over into the next year.
- h. Expenditure of club/organization money must adhere to the stated mission of the club. It is suggested that funds go toward supporting activities geared toward club unity and items for long term (NOT personal) use than just supporting food at meetings which needs to be in moderation (the cost of food cannot exceed \$25/person – including a tip if eating out). Talk with the Coordinator to brainstorm effective budgeting and spending.

Reservations:

- a. If you need to reserve a room to host an event, meeting or activity, the Club Advisor must submit a reservation request on AdAstra at least a week in advance. Some spaces include the Bolick Student Center, North Mall Meeting Room, East Patio outside and individual classrooms.
- b. If you want to reserve a table in the Bolick Student Center, email StudentLife@pvcc.edu at least a week in advance. Multiple offices (career services, admissions, civic engagement, etc.) utilize those tables.
- c. If you need tables, chairs or a special set-up for an event, the Club Advisor must submit a Building & Grounds Facility Request on PVCC Central at least a week in advance. If you need a microphone or other IT assistance, the Club Advisor would go to PVCC Central and click on "Get IT Help" or email help@pvcc.edu at least a week in advance.

Traveling or any Physical Activity:

- a. All club/organizational members must complete and sign an Assumption of Risk form for each trip or physical activity (for example, hosting a yoga team-building activity) that the club/organization sponsors. The Assumption of Risk form can be found on the Clubs page – <http://www.pvcc.edu/clubs>.
- b. Advisors are strongly encouraged to attend any travel sponsored by the club/organization; however, exceptions can be made and another faculty/staff member can be approved to attend. It is the responsibility of the faculty/staff advisor to notify the Coordinator if they are unable to attend who will then request permission from administration. All club/organization travel must be related to the group's mission.
- c. PVCC faculty/staff can use a PVCC vehicle for club-related travel IF the employee is driving the vehicle (students are not allowed to drive a state vehicle). To reserve a vehicle, email security@pvcc.edu at least a week in advance. If a personal vehicle is used, a travel reimbursement is needed, please submit BOTH the Club reimbursement form AND the Travel reimbursement form (both available on the Clubs page – <http://www.pvcc.edu/clubs>).

Contracts for Events:

- a. All paid performers, speakers, vendors, etc. MUST complete and sign a contract which must also be signed by the Vice President of Finance & Administrative Services. The Coordinator must receive the contract first and will expedite the process.
- b. Fee requests to pay performers/speakers must be submitted to the Office of Student Life & Campus Engagement at least two weeks prior to the event to ensure prompt payment.

Characteristics of an Effective and Successful Club/Organization

- a. The club/organization has a clear and attainable mission that both the college community and the members understand.
- b. Members of the club/organization develop meaningful relationships with one another and continuously place emphasis on community building.
- c. Each member of the club/organization has an active role in determining the goal and objectives that the group seeks to achieve for each activity/event.
- d. The club/organization has clear and concise expectations for each of their members, both as officers and general members.
- e. The club/organization actively demonstrates the ability to effectively problem-solve and fulfill their responsibilities and standards that have been set for them.

- f. The club/organization leadership and members build strong rapport with their faculty/staff advisor and utilizes them as a resource.
- g. Each member of the club/organization participates in a service project either/both within PVCC and/or the local community, either as a group or as an individual.
- h. The club/organization develops and conducts assessments to enhance their efforts and effectiveness as a group.

Expectations of Clubs/Organizations and Members

Officers:

All clubs/organizations must have a president as the key student representative and contact which is then listed on the Club's website. All individuals who are elected in an officer role must have a minimum cumulative GPA of 2.5. The club/organization must have an officer (or member if the officers can't attend) who serves as a representative on the Student Government Association (SGA) Student Senate which meets monthly.

Academic Standing:

Members of student clubs/organizations are required to have and maintain a 2.5 GPA while being an active member of any club/organization. If an organization requires a higher minimum GPA, consent must be granted by the Coordinator as long as the requirements are clearly stated and made available to the public. Any students who are suspended or not enrolled may not hold membership in any club/organization. All members of student clubs/organizations must abide by the rules and regulations outlined in the Student Code of Conduct.

Standards:

- a) Clubs/organizations must be approved by the SGA and OSLCE Coordinator.
- b) Clubs/organizations must maintain a minimum of 6 active members at all times.
- c) Clubs/organizations are to consist of current PVCC students ONLY. Students who are no longer enrolled in at least one course OR who are not PVCC students, are prohibited from club/organization activities. Exceptions may be made for clubs who have approved collaborations/associations with U.Va. (e.g. Cru, Horticulture & Environmental Club, etc.).
- d) Clubs/organizations must assign at least one active member to attend the monthly SGA Student Senate meetings.
- e) Clubs/organizations must have standards, bylaws or organizational procedures (see the Clubs' link for a sample bylaws/constitution – <http://www.pvcc.edu/clubs>). If the bylaws are changed, inform the OSLCE Coordinator.
- f) No club/organization should require dues, unless approved by the OSLCE Coordinator (e.g. PTK and NSLS are national honor societies which have dues but need-based scholarships are available if you qualify).
- g) Clubs/organizations are to maintain their Club page on the PVCC website at all times (<http://www.pvcc.edu/clubs>). If a club/organization is no longer active, please contact the OSLCE Coordinator by emailing StudentLife@pvcc.edu.

Adherence to College Policies and Procedures:

Student clubs/organizations who fail to abide by the policies and procedures set forth by the College may be subject to receiving minimum or no funding. Any occurrences by a student club/organization resulting in disciplinary action will be reviewed by the Coordinator of Student Life & Campus Engagement and the Dean of Student Affairs.

Resources

Student Government Association (SGA):

The Student Government Association represents the rights, interests and concerns of the student body, while cultivating meaningful interpersonal relationships among students, faculty, staff and administration. As a council for student ideas and concerns, the SGA works in correlation with the College by planning, supporting and facilitating several programs that contribute to the enhancement of a holistic student experience. The club/organization must have an officer (or member if the officers can't attend) who serves as a representative on the Student Government Association (SGA) Student Senate which meets monthly to discuss student/club concerns. The SGA then takes those concerns to PVCC's upper leadership in an effort to improve PVCC. For more information about the SGA, visit <https://www.pvcc.edu/student-government-association> or email SGA@pvcc.edu.

Pi Signage TV:

If a club/organization would like to have information displayed on the Student Activities' TVs in the Bolick Student Center, email StudentLife@pvcc.edu a 16:9/presentation/horizontal layout JPEG or PNG flyer at least a week in advance of the event/activity you want promoted. When developing information to be displayed, remember to provide the date, time and location of the event and the contact information in your announcement; email StudentLife@pvcc.edu to get the PVCC logo to include as well.

Bulletin Boards:

All registered and approved clubs/organizations can post flyers about upcoming events/activities on the bulletin boards around campus (unless designated for a particular department's use only). Only post flyers on the bulletin boards and do NOT tape to walls, windows, entry/exit doors or bathroom stalls. If an event/activity is only open to current club members, please use your internal communication to share that information and please do not post a flyer for the public to see. But if your event is open to non-members, this can be a great way to recruit members!

Club Day & College Hour:

At the beginning of each semester, the Office of Student Life & Campus Engagement hosts a Club Fair. Each club/organization that is interested in participating will be provided with an assigned table in the Bolick Center or main hallway. This event provides clubs/organizations with the opportunity to display what they offer to the student body.

Clubs/organizations may meet whenever they want to, however, College Hour is held each Monday, Wednesday and Friday from 12:00-1:00 p.m. during the fall and spring semesters which can be a good time to conduct meetings or activities considering that most classes are not held at that time. If a space is needed (no matter when the club/organization decides to meet), the Club faculty/staff advisor would need to reserve the meeting space through AdAstra – PVCC's room reservation system.

College-wide Emails:

College-wide emails to both the student body and faculty/staff may be sent. The OSLCE Coordinator will determine the appropriateness of emails that are sent to the student body. Attachments are prohibited to be sent to the student body. It is extremely important to ensure that the content of the message being sent is short, concise and informative. Advisors have the authority to send these emails through the student listserv (pv-students@lists.vccs.edu).

News / Media:

Depending on your activity/event, there are a couple of additional ways to share information:

- The college newspaper, The Forum - <https://www.pvcc.edu/forum-student-newspaper-club>; email Tamara Whyte (twhyte@pvcc.edu) with at least 2 weeks' notice since they have print deadlines.
- The local newspaper can be contacted through our Marketing & Media Office by emailing marketing@pvcc.edu