

CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY AND PROCEDURE

Section II - Academic/Student

SUBJECT: STUDENT ORGANIZATIONS AND THE COLLEGE'S SUPERVISORY ROLE

REVIEWER(S): Dean, Student Services and Enrollment Management*
Dean of Administrative and Financial Services
Advisors: Phi Theta Kappa (PTK), Student Government Association (SGA), Student Nurse Association (SNA), and Student Ambassadors (SA)

Related Policies to Consult:

CCHS Policy: [Fundraising Activities \(Sec. I\)](#)
[Promoting and Advertising Events \(Sec. II\)](#)
[Facility - Use of College Classrooms Agreement \(Sec. I\)](#)

I. POLICY

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

Via the dean of student *affairs* and assigned advisors, the College assumes a supervisory role for activities and publications sponsored by approved student organizations. The College is not responsible for the actions, activities, statements, or publications of individual students or those of a student organization unless the actions, activities, statements, or publications have been specifically discussed with and approved by the assigned advisor.

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

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

II. PROCEDURE

A. Role of Advisors for Student Organizations

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

4. The advisor has the right and the responsibility to disapprove activities, statements, and publications of the organization which are not consistent with the organization's or the college's purpose or goals.
5. Fundraising activities are governed by and must adhere to the college fundraising policy (see Fundraising Activities, Sec. I).
6. Organization advisors perform the role of a committee chair as regards annual budgeting and review of bylaws, functions, and goals.

B. Fiscal Management

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

1. Credit Card Processing

- a) Student organizations, with approval from their advisor, may utilize point of sale (POS) credit card processing (such as Square) for sales related to the organization.
- b) POS readers work with mobile devices and securely encrypt credit card information at the swipe.
- c) The POS reader will reside in the treasurer's lock box and will be stored in the advisor's office.
- d) Only *officers* may use the POS reader to complete a sale involving use of a credit card.
- e) All major credit cards are accepted for transaction using the POS reader. These include: VISA, MasterCard, American Express, and Discover.
- f) Amount to be charged using the POS reader can only be for the exact amount of the sale item.
- g) If the POS reader will not read the magnetic strip on the back of the credit card, the purchaser may either try a different credit card or pay with cash or check.
- h) Students using the POS reader are held to the honor code of the college while transacting any sale.

2. Responsibilities of *officers* when using credit card processing:

- a) *Officers* must use a personal device when using the POS reader. The College will not provide a mobile device.
- b) The *officer* must verify that adequate training has taken place using the POS reader to the satisfaction of the advisor.
- c) Students using a credit card to purchase an item must sign their transaction using the *officer's* touch screen phone.

3. Responsibility of Treasurer:

- a) Treasurer will establish an online account with POS credit card processing company to record payments, connect hardware, and track sales data.
- b) A form will be used for documenting the current balance in the lock box.
- c) Any *officer* using the lock box will count the amount of money in the box and sign the form to verify that the balance is correct.
- d) As *officers* are replaced at the fundraising site, each new *officer* will verify the balance in the lock box and sign the form.
- e) At the conclusion of a sales event session, an *officer* will count the balance in the lock box, record this and sign their name. The POS reader will be returned to the lock box and the *officer* will sign verifying that it has been returned to the lock box following the closure of the sales event.

4. Sales Tax Exemption: The following criteria must be met in order for sales of the organization to be tax exempt. If complied with, there will be no sales tax charged for items sold by the student organization:

- a) The sales are conducted only upon an annual basis for the purpose of raising funds for the organization's activities. (This means that the organization operates on a zero budget basis, multiple sales of the same item may occur during the year).

- b) The proceeds of the sale are actually used for the organization's activities and goals.
- c) The products sold are delivered to the purchaser within 60 days after the first solicitation of any sale made during the organization's annual sales period.

C. Student Publications

1. Organization news, fliers, and publications may reflect student opinion but are expected to uphold high levels of journalistic responsibility and integrity. To this end, assigned advisors work closely with student editors providing guidance and editorial authority.
2. Items for publication in the monthly college newsletter should be submitted by the advisor or his/her designee to the president's assistant by established publication deadlines and will be subject to editing for space limitations, usage and punctuation, clarity, and general consistency with CCHS' communication style. Items should be submitted in a format ready for publication (i.e., complete sentences, etc.).
3. The college information portal (CIP) offers another avenue for communication with the student body. An organization's advisor is responsible for reviewing and posting the group's information to CIP. Items of a sensitive nature should be reviewed by the dean of student services for approval. All items posted will reflect high standards of effective communication and are subject to editing or removal by the dean of student services and enrollment management.
4. Requests for publishing a recurring organizational newsletter/serial must be approved by the dean of student services and enrollment management. Use of allocated portions of the existing monthly newsletters are strongly encouraged over separate publications to enhance teamwork, visibility, and college-wide awareness of events and activities
5. Use of social media for ongoing communication of organizational news and announcements is expected to follow high standards of communication. The creation of a site specifically for a college-sponsored organization is to be approved by both the advisor and the dean of student *affairs* and enrollment management.
6. Publication matters of significant controversy are resolved by president's council at a regular or called meeting, though this group has no responsibility for prior review.

D. Use of the College's Equipment, Space, and Resources

1. To a large degree, student organizations are expected to be self-funded but may request funding from the college during the budgeting process for special events or programs. Incidental paper products and supplies will be provided by the advisor from the college's resources at the advisor's discretion and are subject to limitation by the dean of student services and enrollment management or by the leadership team member whose budget is affected.
2. Equipment and resources, including space, may be reserved according to normal college procedures.
3. Use of any part of the college's physical facility should be reserved in advance through the registrar and is governed by the restrictions outlined in Facility - Use of College Classrooms Agreement (Sec. I).
4. Requests for designated bulletin board space must be approved by the dean of business, finance and technology. Use of the college's student bulletin boards must follow the posting procedures.

E. Bylaws

Copies of the bylaws of a student organization must be on file with the dean of student *affairs* and enrollment management.

F. The Student Organizations and the College's Supervisory Role policy will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____