

## STUDENT LIFE HANDBOOK

### ORGANIZATIONS AND ACTIVITIES

**Organizations and Clubs:** College student organizations provide activities for students with special interests. Any student interested in participating in campus life should contact the Student Life Specialist located in the Cardinal Lounge of the Student Union Building (SUB), or the specific organization advisor.

Activities of student organizations assist in the development of skills and/or knowledge in areas such as leadership, teamwork, communication, interpersonal, social, intellectual, organizational, time management and service learning. Organizations also provide practical experience regarding the principles of democratic and political decision making.

**Student Government Association:** The SGA is comprised of four Executive Board officers elected from the student body each year; a president, vice president, treasurer and secretary. One senator for every 200 students is elected each fall. Each club will need to have one representative who attends SGA meetings.

**Activities:** Campus facilities may be used for student organization activities as well as community activities. All facility scheduling must be done with the Office of Physical Facilities located on the second floor of the Student Union Building in the Office of Finance & Operations. [Refer to Use of College Facilities later in the section on policies and procedures.]

#### **Posting Materials:**

The Student Life Office must approve all materials. The office staff will approve appropriate materials, stamp them, and return them to the appropriate person for posting in the designated areas. Up to 12 copies of material will be approved for posting on the main campus and up to 6 copies of material will be approved for posting for the Cherokee Campus.

Material posted on glass surfaces or windows, and information that is not dated shall be removed. Repeated infractions will subject the group to additional action. Material will normally be posted for no more than 30 days. *Refer to specific posting/advertising policies located later in this Handbook.*

### STUDENT ORGANIZATIONS/CLUBS

[Registered/active student clubs are underlined]

**Biology Club:** Encourages intellectual and social growth for members through a variety of activities including field trips to museums, visits to University Biology Departments, and other fun activities. Adviser: Dr. Bharathi Sudarsanam (620) 820.1150.

**Campus Activities Board:** The Campus Activities Board (CAB) is responsible for planning and promoting the best extracurricular programs on campus. Events include Fall Fest, Spring Fling, LCC Awards Ceremony, concerts, lectures, comedy shows and novelty programs. Members of CAB attend leadership conferences and talent showcase conventions in order to plan a diverse activities calendar. CAB membership is open to any and all interested students. This is an organization where you can get involved in one project/event or for the whole year. FUN and information are found in the Student Life Office. Adviser: Melissa Nance (620) 820.1178.

**Cardinal Christian Fellowship:** The Christian Club is an organization designed to create a nondenominational outreach for Christian fellowship on the LCC campus. Weekly meetings provide an opportunity for students to share devotions and plan activities in a Christian atmosphere. Advisor: Doug Ecoff (620) 820.1151.

**Cardinal Fedoras:** The word FEDORAS stands for Future Educators: Define Our Role as Superior. FEDORAS allow education majors to work in the community to share knowledge and engage in other educational ventures. The Fedoras also help to build self-esteem, create a sense of belonging and work to develop community pride. Advisor: Regena Lance (620) 820.1241.

**English Club** - To promote the literary arts for LCC students and offer opportunities to experience the benefits of English, writing and reading in the community. Advisor: Elizabeth Walker (620) 820.1123.

**Graphic Design Club:** The Graphic Design Club is an organization which provides supplementary education in the areas of graphic design, art, and photography. Field trips, workshops, and seminars with professionals are sponsored by the organization in addition to various social activities and community service opportunities. GDC membership is open to any and all interested students. Advisor: Greg Brewer (620) 820.1023 or Melissa Kipp (620) 820.1028.

**Kansas Association of Nursing Students:** The purpose of the club is to create the opportunity for individual responsibility and leadership, promote understanding between faculty and students, stimulate loyalty to Labette Community College; promote extracurricular activities of students to assist in preparing students for membership, participation in professional nursing organizations and to promote coordination of activities between first and second year classes. Student nurses may join the State and National Student Nursing organization as individuals and as college organizations. Advisor: Amanda Addis (620) 820.1215

**Phi Beta Lambda:** Phi Beta Lambda (PBL) is the college division of Future Business Leaders of America. PBL helps members bridge the gap between classroom and the business world by giving them an opportunity to learn first-hand about the business community. Goals include: develop competent, aggressive business leadership; strengthen the confidence of students; create more interest in and understanding of American business enterprise; develop character; encourage scholarship; and facilitate the transition from school to work. *PBL has a tradition of competing successfully at the national level against 2 and 4 yr institutions. They have been recent recipient of multiple campus honors, such as the LCC Student Organization Student Service Award, which they have received twice.* Advisor: Cathy Kibler (620) 820.1186 or Elaine Guy (620) 820.1243.

**Phi Theta Kappa:** Phi Theta Kappa (ϕθκ) is the *international honor society* for two-year colleges, PTK has sought to recognize and encourage scholarship and leadership among associate degree students since it was founded in 1918. ϕθκ membership is conferred by invitation only. To be considered, a student must have completed a minimum of 12 credit hours at LCC, have established a grade point average of 3.5 or better, have established a record of academic excellence, be of good moral character and possess recognized qualities of citizenship. *Members are eligible to apply for transfer scholarships that are awarded to Society members only.* ϕθκ has received the LCC Student Organization Continued Excellence in Service Award for the last few years. Advisor: Tammy Fuentez (620) 820.1264.

**Radiography Club:** The purpose of the LCC Radiographers is to elevate the quality of patient care and promote the art and science of radiology technology. The students participate in community service projects, fundraisers and supplemental educational activities. For six successive years the Radiography Club has been selected as one of the top three Outstanding Student Service Organizations, winning 1st in 2008. Advisor: Gale Brown (620) 820.1159

**Respiratory Care Club:** This Club is designed to bring together the diverse students involved in the Respiratory Care Program and to promote Respiratory Care. Members are involved in service oriented, social, professional and educational activities. Fundraising provides a means of making activities equally accessible to all students. In recent years the organization has been repeatedly selected among the top three campus groups for performing outstanding service activities to the citizens of Southeast Kansas. Advisor: Kara McIlvain (620) 820.1172

**SkillsUSA:** Initiated in 2007, this organization serves students enrolled in career technical education programs. Students learn and practice employability skills that result in greater confidence, opportunities for scholarships, and competitions at local, state & national levels. Opportunities to engage in job contacts and networking opportunities that lead to employment as well as social activities are also provided. Students must be enrolled in Child Care and Support Service Management, Computer Science Network Administration, Dental Assistant, Graphic Design, Nursing, Office Technology, Physical Therapist Assistant, Radiography, Recording Arts Technology or Respiratory Care Program. Since 2007 SkillsUSA members have received the following awards:

- Individual State Awards : 5/ Gold Medals, 4/Silver Medals, and 2/Bronze Medals.
- Individual National Awards: 1/Silver Medalist and standings of 5<sup>th</sup> & 6<sup>th</sup> in the Nation recognitions.
- Individual Scholarship Awards: 4/SkillsUSA \$300 and 1/Non-traditional \$1,000
- Chapter awards consist of; Increase Membership, SGA Student Organization of the Year, 3<sup>rd</sup> in the SGA Top Cardinal Recognition, and the LCC Rising Star in Service Award.

Advisor: Becky Warren (620) 820.1271.

**Student Ambassadors:** Ambassadors are a select group of students with the mission of promoting a favorable image of LCC to it's many publics; such as, prospective students, current students, parents, alumni, and the community. They are available to assist at key LCC events that assist the Office of Admissions. Applications for the position of Student Ambassador (SA) will be reviewed and selection made by a committee of present Ambassadors and administrators. Grade point average and activities involvement will be a prime factor for selection. Advisor: Tammy Fuentes (620) 820.1264.

**Student Government Association:** The Student Government Association has, as its primary functions, the responsibility of serving the students of LCC by providing a voice between the students and other areas of the institution. The SGA is comprised of four executive board officers who are voted on by the students, at least five senators who are also elected by the students and organization representatives who are appointed by the active clubs on campus. The SGA develops a budget and appropriates money to various organizations, listens to the students and voices concerns to the administration, devises and implements a varied campus & community activities program, organizes leadership workshops for area organizations, and actively assists CAB in its production of activities—including the annual LCC Awards Ceremony. Interested students should contact the SGA Office in the SUB for more information on how to

become involved. Advisor: Melissa Nance (620) 820.1178.

## **ATHLETICS**

### **Baseball:**

Head Coach-Aaron Keal; Assistant Coach-Steve Moritz

Home games are played in the baseball stadium at Marvel Park.

The season consists of a fall program involving fourteen contests/scrimmages. The regular season begins in the spring starting in February (weather permitting) and ends in May. We are a member of the National Junior College Athletic Association and Region VI, and also belong to the Kansas Jayhawk Community College Conference (KJCCC). During the 2012 season Cardinal baseball finished seventh in the KJCCC Eastern Division, compiling a record of 14-22 and an overall record of 22-27. We are proud that many of our student-athletes have moved on to Division I and II schools, with some selected in the Major League Baseball draft process.

### **Softball:**

Head Coach- Ryan Phillips; Assistant Coach- Kae Lani Bryan

Home games are played at the Ray Bennett Field.

The Lady Cardinals season consists of a ten date fall scrimmage season, with the regular season beginning in February. We are members of the National Junior College Athletic Association, Region VI, and the Kansas Jayhawk Community College Conference (KJCCC). During the 2012 season the Cardinal Softball team finished fourth in the KJCCC Eastern Division, compiled a conference record of 24-6, and an overall record of 40-18. In 2011, the Cardinals captured the KJCCC Conference Title, Region VI title, as well as making the teams' first appearance at the NJCAA National Championship Tournament where they finished in the top 12. In the last 8 years the Cardinal Softball team has produced 50 All-Conference, 41 All-Region, 1 All-American, and have been Team Academic All-Americans in 2008, 2009, 2010, 2011, and producing multiple individual Academic All-Americans. We are proud that many of our student-athletes have moved on to Division I and II schools.

### **Volleyball:**

Head Coach-Marisa Jordan

Home contests are played in the gymnasium on the campus of Labette Community College.

The regular season begins in August and ends in November. Labette is a member of the National Junior College Athletic Association and Region VI, and also belongs to the Kansas Jayhawk Community College Conference (KJCCC). The Labette Community College volleyball program will be conducted in a manner consistent with producing a nationally respected team on an annual basis. Each year we work toward the goal of making the NJCAA Tournament and winning our conference. A concerted effort will be made to place priority on academic achievement. We are proud that many of our student-athletes have moved on to Division I, Division II, and NAIA schools.

### **Wrestling:**

Head Coach - Ryan A. Phillips

Assistant Coaches - Tyler Mumbulo

Home duals are held in the gymnasium on the campus of Labette Community College. The regular season begins in September and ends in February. We are a member of the National Junior College Athletic Association (NJCAA). Just in the last decade alone, Labette has produced 55 All-Americans, 68 Academic All-Americans, and 9 Individual National Champions. They were crowned West Central Region Team Champions in 2005, 06, 07, 08, 10, 11, and 12. The LCC wrestling team was the National Champions in 2005 and they currently hold the 2012

National Champion Title. We are proud that many of our student-athletes have moved on to Division I and II schools.

### **Student Organization Advisor Qualifications**

An advisor is to teach at least nine hours or be a professional staff member at LCC. Adjunct faculty and full-time classified staff may also qualify as advisors or co-advisors with prior approval from the appropriate Associate Dean or Student Life Specialist, as appropriate. An individual should not serve as advisor to more than two organizations.

Advisors play a vital role in this extracurricular experience. It is their guidance and participation in the organization that both assists and encourages the students to become involved and to gain valuable experience in how to function in an organizational environment.

The College perceives the advisor as serving a primary function to preserve the existence of the organization, including the following:

- Advise the group on college policy, including educating the members and assisting them within the College structure.
- Provide direction and planning for managing the organization's budget, e.g., approving all expenditures.
- Assist with planning and implementation of organizational programs and the use of College facilities for those programs.
- Attend meetings and activities involving the organization.
- Assist the organization to annually set realistic goals and objectives—*in keeping with their purpose*—and keeping them focused on these.

There are other functions of the advisor that include providing continuity, facilitating growth and serving as a teacher that is equally important. If any assistance is needed, please contact the Student Life Office in the Student Union, by phone at x1178, via the Office of Student Affairs 421-6700 x1236 or the LCC student life website:

<http://www.labette.edu/stusvcs/studentlife/stulife.htm>

### **FINANCIAL INFORMATION FOR STUDENT ORGANIZATIONS**

The College expects student organizations to be fiscally responsible. All organizations should practice sound management procedures to insure the fulfillment of these responsibilities. Each organization should anticipate its financial needs and plan ways to properly meet these needs. Officers and the advisor should establish a budget, and the commitments of the organization should never exceed the funds which it has available. *Each organization should have all financial commitments approved by a majority of their group and receive the signature of their advisor prior to the commitments being made.* College organizations are to deposit their funds with the Business Office.

A. Student organizations **must** follow certain fundamental procedures of fiscal accountability. These procedures include:

- Issuance of a purchase order, based on an approved requisition with the signatures of the organization's President or Treasurer, advisor and VPSA, and the assurance that before payment is made the purchaser has received the goods or services.
- Signed receiver (green copy) denoting that the goods or services have been received in good condition prior to issuing payments.
- Requests must have at least two signatures, one of which is to be that of the advisor. No one person, whether student officer or a faculty/staff advisor, should withdraw money

from a student organization account.

- Bills should be paid promptly. Student organizations have a responsibility to settle their accounts when due.
- The financial aspects of all events sponsored by a recognized organization must have the approval of the respective organization's faculty advisor.
- Student organizations should conduct a yearly review of their financial status with their advisor, and whenever there is a change of officers. The Office of Student Retention and Activities is also available for assistance.
- In the event of disbanding or inactivation of an organization, the primary responsibility of properly providing for the close out of the account and the disposition of remaining funds rests with the College. If an organization is suspended by the College, a hold may be placed on an organization's account until disposition is determined by the College and the organization's representatives. Organizations, which have accounts that are inactive or suspended, will have the funds in their accounts transferred to SGA.
- In the event of changing advisors, the Student Life Office is to be contacted first and it will contact the Office of Finance & Operations with the appropriate information. Failure to do so will delay processing of your purchases.

#### **RECEIPT OF CASH BY DEPARTMENTS/ORGANIZATIONS:**

- All money is to be received/transacted through the Business Office. The College is not responsible for the payment of any debts or other obligations made by student organizations.
- Student allocations: Unused funds in these accounts are subject to being transferred back to SGA and may or may not be reimbursed.
- Upon recommendation of recent federal litigation direct funding of political and religious organizations will be avoided.

#### **RECOGNITION/ REGISTRATION AND CONTINUATION AS A STUDENT ORGANIZATION**

The Student Life Office has been developed for purposes that include providing opportunities for student involvement and participation through student organizations, student activities and campus programming. Students are encouraged to become involved in all aspects of campus life.

College-recognized organizations are afforded the following privileges: to use campus facilities, to set up an on-campus account, request funds from SGA, to access a mailbox in the Student Life Office, to participate in the Student Government Association, to have the opportunity to participate in College activities and the ability to use *Labette Community College* as part of the organization name. College recognition in no way implies that LCC condones or supports any activities of an organization. For an organization to be recognized on campus the following procedures must be followed:

#### **Recognition Process**

Prior to making application to receive College recognition, the group should meet the following criteria:

- Organizations must have at least one faculty or staff advisor who is a current member of the faculty or professional staff at LCC.
- Members must be currently enrolled students (full-time or part-time) in good standing

- with the College.
- Organizations should maintain a membership of at least seven (7) qualified individuals.
- **Each officer of an organization is to have a cumulative GPA of 2.00, and not be on any sort of academic or disciplinary probation, nor have any type of enrollment hold.**
- Organizations are to operate under a constitution approved by the College, of which a current copy must be kept on file in the OSRA.
- The organization's stated purpose must not be subversive to the United States of America, the State of Kansas, or LCC.
- The organization must comply with the nondiscrimination policy set forth by Title IX.

After the group has been formed and meets the above criteria, the group should adhere to the following steps to achieve College recognition:

- At least one executive officer and the advisor meet with the Student Life Specialist to review the constitution and any bylaws of the group.
- After reviews and recommendations, the Student Life Specialist refers the constitution to SGA.
- SGA reviews the constitution and bylaws and meets with the group representative and the advisor.
- After this meeting, SGA decides whether to recommend the organization for recognition or to send recommendations back to the group for improvements. If SGA sends the constitution back to the group, the organization may then repeat the process.
- The recommendation of SGA is forwarded to the Vice President of Student Affairs for final approval.
- When a new organization receives recognition from the VPSA, it is placed on a year probationary period. During this period the organization, the officers, or responsible leaders must meet with the Student Life Specialist at least twice per semester, not including the Student Organization Orientation Meetings (SOOM) in the fall.

### **Suspension of Recognition**

#### Reasons for suspension:

- Failing to meet any one of the criteria required for recognition.
- Groups who violate the Code of Student Conduct or College policy.
- Failure to complete all steps for re-registration for one academic year. (Organization is placed on probation if it fails to reregister for a semester. The organization must take appropriate steps necessary to be placed back in good standing by the Student Life Office prior to the end of the second semester.)
- *Failure to show a reasonable amount of activity in promoting the ends and purposes specified in the organization's constitution; e.g., evidenced by meetings and other activities. All recognized organizations are required to submit written activity reports upon request.*
- An organization may voluntarily relinquish its recognition at any time by delivering to the Student Life Office a written notice signed by the remaining officers and advisor, stating that they are disbanding and why.
- Adequate representation at the annual Student Organization Orientation Meetings.

If suspended, the organization immediately loses its privileges of being a College

organization. At this point all organizational funds will be moved under the Student Life Office account and may be expended (and are not subject to reimbursement). A group may reapply for recognition by following the recognition process required of any student organization. If an organization is suspended by the Student Life Office, the members may appeal to VPSA.

### **Re-registration for Organizations Already Recognized by the College**

After an organization has gone through the recognition process, they must reregister with the Student Life Office at the beginning of each fall semester.

#### Steps for Re-registration:

- Complete an organization registration form and return it back to the Student Life Office.
- **Deadline for filing registration forms will be given at the SOOM meetings.** Failure to meet this deadline is cause for probation; failure to comply within two semesters is cause for suspension. Either status may include revocation of part or all of organizational funds.
- A current membership roster must be on file in the Student Life Office each fall.
- A current list of officer's names, addresses and phone numbers must be on file in the Student Life Office.

Any changes of officers or advisor should be reported in written form to the Student Life Office within 10 days of the change(s). The same is true of all constitutional changes, as they are subject to approval by SGA.

### **Items Considered by SGA in the Recommendation Process**

SGA will review the constitution of the petitioning organization and talk to the organization's representative and advisor. The items SGA will base its recommendation on include the following

- The structure and content of the constitution and bylaws.
- Purpose of the group, as to its perceived benefit, effect and need to the College community.
- How well the group meets the criteria of recognition.
- Whether or not the organization's purpose is already being adequately accomplished by another campus entity.

### **ADVERTISING POLICY**

This policy applies to all advertising and promotion in whatever format. Examples are books, brochures, posters, programs, directories, newspapers, signs, radio, and television, video and audiotape, and electronic computer generated programming. This policy also applies to all events and activities organized by or sponsored by College departments or student organizations.

- Advertising on College property requires approval of the Student Life Office and is subject to the procedures herein and other procedures that may be required to effectively operate the College.
- Unless the Vice President of Student Affairs gives explicit approval, the advertisement is not to claim or imply College endorsement or sponsorship.
- Advertising which encourages students at the College to purchase reports and/or research material done by others is not acceptable.



- Promotions which require money be sent to obtain further information on the product is not acceptable.
- Advertising deemed offensive or poor taste is not acceptable. This may include, but is not limited to, advertisements derogatory to individuals/groups.
- Products that encourage violations of city, state, or federal laws and regulations are not acceptable.
- Two local references for ads of a "questionable" nature will be required. This includes, but is not limited to, dating services, escort services, models, pregnancy referral, adoption services and "get rich quick" promotions, as interpreted by the Vice President of Student Affairs. Ads must include a valid and appropriate street address and phone number, not a P.O. Box.
- Only College recognized organizations are allowed to advertise on campus, **except** when approval is received from the VPSA.
- Advertising materials must be factual and represent the true nature of the event, activity, service, or commodity advertised.
- On-campus groups and organizations must, when advertising activities not open to the public, confine advertising to College property.
- Off-campus groups or organizations wishing to advertise on College property are to request approval from the VPSA and must follow approved operating procedures relative thereto, if approved. {Local entities, especially charitable and nonprofit organizations, will normally receive preference.}
- Individuals may, if authorized, use designated bulletin boards for personal announcements; space is limited for off-campus entities. Alumnae and members of the College community will receive preference. Such announcements are removed on a regular basis.
- Posters, flyers and handbills must comply with both the posting policy set forth above and the guidelines concerning the distribution of literature as stated in this publication. Contact the Vice President of Student Affairs to request an exception.
- *Using chalk to write on concrete sidewalks is allowed.* The SLO must approve all chalking prior to its use.
- The name and appropriate contact information, including email address, of the responsible party should be submitted with the message. Chalking can be done 72 hours prior to an event and is to be removed within 72 hours after the function.
- All other advertising mediums besides those listed above must receive the approval of the VPSA before implementation.
- The College reserves the right to remove any advertising that does not follow College policy.

### **Posting/Fliers/Displays**

In order to obtain campus authorization for posting, fliers, displays, etc., a representative of the sponsoring group or unit must bring all material to be posted to the Student Affairs Office (SAO) for an authorization stamp. Upon approval of the event and the item to be posted, the representative will mark each item with a stamp available in the SAO. Fliers/posters should not exceed 12" x 18" in size. Signs exceeding this limitation must receive permission from the SAO.

- The name of the sponsoring group must appear on each flier/sign/display. The organization's name, spelled out is preferred, but Greek letters, etc., will be accepted if these clearly identify the group.
- No poster or display in a language other than English will be approved.
- Publicity displaying any type of alcoholic beverage or tobacco product

or encouraging the use of alcohol or tobacco is prohibited.

- Signs, fliers, posters, etc., are not to be posted on trees, shrubs, glass (*including doors and windows*) or painted surfaces. Any signs posted in unapproved areas will be removed, and subject to corrective action.
- Only one poster per event is permitted on each bulletin board or authorized wall/tile area (minimum 15 feet), except when election rules permit.
- Signs without a registered stamp or those remaining up beyond the expiration date will be removed.
- The "painting" of sidewalks, buildings, etc. is permitted when prior permission has been obtained from the Student Affairs Office.
- Lawn signs for campus elections will be stamped and registered in the same manner as those to be posted and must conform to the SGA Election posting rules. The SAO may approve lawn signs for special events of an all-campus interest for display.
- Do not use plastic or duct tape (blue painter's tape is acceptable); tacks are restricted to bulletin boards.
- There should be no posting on departmental bulletin boards without permission of that department. (Bulletin boards that have the name of the department above or at the top of the display area.)

### **Banners**

College units and recognized campus organizations may display advertising on one or both sides of a banner on College property in locations identified by the SAO. To display a banner on College property, the unit or organization are to request such, in writing/email, to the SAO at least 7 calendar days before the display date. When the request is approved the unit or organization must:

- Display the unit's or organization's name in clear, legible letters in a prominent location on the banner;
- Take the banner to the SAO at least two days before the display date for review;
- Place the banner in the approved location and remove the banner after the approved posting period.

NOTICE: Labette Community College procedures relative to time, manner and place for the acts of advertising, distributing, soliciting and assembling on College property are established to ensure that the educational functions of the institution are not interfered with by individuals or groups while providing reasonable opportunities for persons to exercise their rights of freedom of speech and expression. Decisions regarding the acts of advertising, distributing and soliciting literature, as well as assembling on College property will be made on a content and subject neutral basis.

Only those groups or individuals representing colleges or nonprofit organizations may use College property for the purpose of assembling, advertising and distributing literature and or soliciting unless the authorizing official makes an exception. The Student Life Office is designated to approve or disapprove all materials to be posted in consultation with the VPSA. The Director of Admissions is designated to approve campus visits.

Definitions:

College property: Property under the College's jurisdiction, either owned, leased or controlled.

Advertising: Placing or displaying printed, written, drawn materials (such as artistic documents)

publications or other promotional media on College property or on vehicles on College property.  
Signs/fliers/posters/displays/materials: Terms may be used interchangeably.

Soliciting: To approach persons with a plea or request, to include sale of merchandise services, commodities or requests for funds.

Distributing literature: To hand materials to persons or to make materials available to persons, or to place materials on College property or vehicles on College property.

Authorizing office: Office of Student Affairs (SAO).

### **ASSEMBLIES\***

- The College permits assemblies of LCC groups in the parking lot directly north of the Student Union building, with prior approval (registration). All such assemblies are to be conducted without sound equipment.
- Any groups desiring to obtain assembly space in any College facility or in open areas, including those referred to in item 1, must submit a written request, to the Vice President of Finance & Operations, who is responsible for coordinating events and calendaring activities. (Forms are available in the Office of Academic Affairs).
- Such a request must be received at least three weeks in advance. The individual or group requesting space must get signed approval by the appropriate facility supervisors.
- Groups affiliated with the College shall have priority in reserving space.
- Nonaffiliated groups and organizations shall pay the current space rental rate for the time and location approved. The Vice President of Student Affairs will maintain a list of all charges and rental rates. The rates, as approved by the President, shall be designed to cover the cost of providing the facility (i.e., labor, utilities, refreshments, security).
- In addition, a refundable deposit, or proof of insurance, for damage to property may be required.
- Normally facility requests appropriately submitted will be completed at least five days prior to the planned event. It is the responsibility of the requestor to contact the Office of Physical Facilities (2nd flr of SU) to confirm availability and approval.
- Any group whose request for College space is denied shall have the right to appeal that denial to the President provided that the appeal is received within 72 hours before the proposed event. The President shall render a decision at least 24 hours before the requested event.

\* = *Assemblies*, by definition, includes picketing and demonstration activities.

### **CORPORATE OR BUSINESS CO-SPONSORSHIP OF ACTIVITIES**

All corporate or business co-sponsorships of a College or student activity/organization must contract with the College, the terms of which must be set by and approved by the President's Council. This policy applies to sponsorship or co-sponsorship only and shall not be interpreted to include paid advertising.

### **Distribution of Literature Policy**

Distribution of literature is prohibited in areas associated with educational and administrative functions of the College that include, but are not limited to, inside buildings or external walkways from which individuals enter and exit classrooms. An inside area which is an exception to this procedure is the first floor of the Student Union. The authorizing office will designate the area. Authorized individuals or groups are to follow these guidelines:

- Remain in approved area(s) for the duration of the activity.
- Not wander to undesignated areas of the College property while distributing literature.
- Not obstruct pedestrian/vehicular traffic flow, or the free movement of any individual by any means or activity.
- Ensure that the activity does not, due to loud noises, disrupt the educational activities of the College.
- In the event there is an allegation of disruption, follow the direction of authorized College officials.

In addition to the procedures stated above, individuals or groups may distribute literature according to the following procedures:

- Handbills, pamphlets and other literature distributed on College property must display the name of the sponsoring organization.
- In the event literature distribution results in unreasonable littering of the College property by such individuals or groups, the activity may be halted by College officials.
- Literature may not be left unattended or placed on vehicles parked on College property.
- If individuals or groups would like to place literature on College property for pickup by passers-by, they must do so in areas/locations designated by the authorizing office.

#### **Dress and Conduct**

Those attending student activities and classes are requested to use good judgment about their dress, exercising good judgment and good taste at all times. Shoes are to be worn and torso adequately covered. Offensive language and/or graphics on clothes are to be avoided.

Conduct at student activities shall be the responsibility of the sponsoring group. Should property damage occur during the activity, the person or persons responsible for the damage will be assessed for the repair or replacement of the item(s). If the person or persons responsible for the damage cannot be identified, the sponsoring group will be assessed for the damages.

#### **FACILITY POLICIES AND PROCEDURES**

Other policies, rules and regulations of Labette Community College also deal with drug and alcohol abuse and complement this Drug Free Campus Policy statement (such as Appendix C). This policy is based on the Drug Free Work place Act of 1988 (P.L. 100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101-226).

The College understands that student and faculty organizations and activities are vital to the educational process and encourage all campus-affiliated groups to make full use of College facilities when their meetings are part of their College work or a logical outgrowth thereof. For policies, procedures, and helpful information related to such organizations contact the Office of Physical Facilities (421-6700 x1284 on the 2nd floor of the Student Union).

LCC encourages participation by the community in its programs and activities. To the extent that space is available and subject to reasonable charges and procedures for reservations, the College welcomes organizations to campus for their meetings when their work is compatible

with or supplementary to this educational outreach of differing ideas and issues. The College further recognizes the benefits of an orderly process of inquiry and discussion of differing ideas and issues. Contact the Student Affairs Office for additional information.

## **FACILITIES CALENDAR PROCEDURES**

The College Facilities Calendar is maintained in the Office of the Physical Plant. The calendar has information of scheduled activities taking place at the College. Facility reservations will be accepted only through the appropriate office (620) 421-6700 x1284.

1. The Facilities Department will be responsible for granting permission for the use and scheduling of all College facilities. Additional approval is required for Hendershot Gallery use.
  - A. Hendershot Gallery will be scheduled in accordance with the Gallery Procedure.
2. All groups/organizations will complete and return the request form to the Facilities Office at least (2) weeks in advance of the event. Forms are available in the Facilities Office, Public Folders and Facilities Link on the LCC website.
3. All groups/organizations may use the College for educational, cultural, charitable, and non-profit purposes. Private individuals are not allowed to rent LCC facilities.
4. All groups/organization must agree to replace damaged or lost property, and to hold Labette Community College safe and harmless from all claims for damages by reason of injury or damage sustained by any person on the premises of the College. The organization must also agree to pick up props, supplies or materials immediately following the activity and return the facility to its original state (includes clean up, etc).
5. College functions and student groups/organizations will be given priority in scheduling of College facilities. Student groups/organizations will be responsible for observing the (2) weeks advance notice of event to be scheduled and submit proper paperwork for approval; no fees will be assessed for use of facility by LCC groups/organizations. Community functions scheduled in accordance with these guidelines will not be canceled without adequate notice.
6. The Facilities Department is to be notified immediately of any change in a scheduled event. A custodian and generally an administrative staff member will be on duty during all community and college group meetings to ensure that building regulations are observed.
7. The Cardinal Café will be used for any on-site food service needs by all groups and organizations holding an event on LCC's campus. Outside food is not allowed unless approved in advance by the Facilities Department.
8. **Eating and drinking will not be allowed** in Hendershot Gallery or Thiebaut Theatre. All tobacco products, alcohol and firearms are not allowed on LCC campus, facility or property.
9. Children brought to the campus must remain with their parents. Under no circumstances will children be allowed to run free on campus.
10. Payment must be made to LCC and received by the Facilities Department prior to event.

## **FEES TO OUTSIDE ORGANIZATIONS:**

Fees for non-LCC organizations activities/events scheduled outside normal operating hours:

**FACILITY** (excluding gymnasium)  
4 or Less Hours: \$125

**GYMNASIUM**  
4 or Less Hours: \$250

4-8 Hours: \$200  
Over 8 Hours: \$75 per additional hour

4-8 Hours: \$400  
Over 8 Hours: \$75 per additional hour

Fees are waived for use of facilities during normal operating hours of LCC.

## **PROCEDURE 6.03 FUNDRAISING ACTIVITIES**

### **1. Purposes**

The purposes of these procedures are to:

- a. Maximize fundraising results.
- b. Provide a consistent approach to fundraising activities.
- c. Assure there is no significant duplication of fundraising calls to prospective donors, especially to major-donor prospects.
- d. Enable an appropriate level of review, counsel, and training to volunteer fundraisers.

### **2. Definitions**

*Fundraising activity means asking for contributions of cash, products, or services, or selling products or services, for charitable purposes.*

*Commercial vendor means a for-profit company providing products or services for sale in a fundraising activity.*

*Employee group means a College department, division, organization, association, or operating unit comprised solely of College employees.*

*Student Organization means a group or club of at least 7 students with one advisor, recognized by the Student Government Association per the Student Life Handbook requirements.*

*Athletic Team means the Athletic Training Department, Baseball Team, Men's Basketball Team, Women's Basketball Team, Softball Team, Spirit Squad, Volleyball Team, and Wrestling Team.*

### **3. Approval for A Fundraising Activity**

An employee group, student organization, or athletic team must obtain approval to conduct a fundraising activity in the name of the College or in the name of the group, whether the activity occurs on-campus or off-campus. To request approval, the group submits a completed Fundraising Activity Request form to the Vice President of Student Affairs who then forwards the document to the Foundation/Alumni Director. The form must be submitted to the Vice President of Student Affairs at least ten school days prior to the start of the activity. The form is available on Public Folders in the College-wide computer system, the Foundation/Alumni Office, and Student Life Office. Printed materials for the activity must be approved by the Director of Public Relations.

#### 4. Participation of A Commercial Vendor

If a commercial vendor will be paying a fee or a percentage of sales to the employee group, student organization, or athletic team, the vendor must be identified in the Fundraising Activity Request, and the amount and method of payment the vendor will make to the group must be listed, even if the amount listed is approximated.

Employee groups, student organizations, and athletic teams hosting fundraising activities by commercial vendors must meet the following additional seven criteria:

- a. The hosting employee group, student organization, or athletic team must be easily identified as *sponsor* at the point of sale or distribution (e.g., a poster or banner stating *sponsored by \_\_\_\_\_* clearly displayed).
- b. Generally, the employee group, student organization, or athletic team *will* be required to have representatives available at the site.
- c. The employee group, student organization, or athletic team will note on the Fundraising Request Form the fee and/or percentage being received from the vendor and method of payment.
- d. These projects must be conducted in a lawful manner and in compliance with College regulations. **State law prohibits raffles and lotteries** except within very specific parameters involving sales promotion activities.
- e. Monies must be turned into the Business Office within two working days of the day any funds are collected.
- f. Prior to initiating any fundraising request, especially off campus, the organization's adviser and/or officers are strongly encouraged to contact the Vice President of Student Affairs or the Foundation Representative. Overall, this should facilitate more effective and productive projects for all LCC groups. (Large off-campus fundraising projects are discouraged from March 1 thru May 15.)
- g. LCC is **not a nonprofit organization**; it is a government subdivision. A student organization can receive tax-deductible contributions only if it is a Kansas nonprofit corporation and an IRS 501(c) 3 charitable organization. The **LCC Foundation is a nonprofit organization**; gifts to the Foundation are tax-deductible to the extent provided by law. The Foundation is a Kansas non-profit corporation and a 501(c)3 non-profit organization as defined by the Internal Revenue Service.

#### 5. Off Campus Fundraisers

For Off-Campus Fundraisers, especially those involving contacting multiple business people or going door-to-door *students* are required to have on their person signed permission from the Vice President of Student Affairs, on LCC letterhead, which is to include immediate contact information. Organizations holding fundraisers off campus are responsible for furnishing their own furniture and equipment.

#### 6. On Campus Fundraisers

*Bake Sales:* Only prepared food items can be sold in campus buildings with the exception of the Student Union. All food and beverages requiring heating or cooking are normally not allowed except in outdoor areas specifically designed to prepare food with prior permission. A limit of two tables can be requested for food sales. One bake sale per building is permitted. The sponsoring organization is responsible for collection/payment of any taxes.

*Use of tables and chairs:* Tables/chairs in individual campus building lobbies are available on a first come, first-serve basis, when allowed. These must be reserved using the Facilities Request Form. Table locations generally are reserved for no more than a week. Student Affairs and the Facilities Offices reserve the right to restrict the number of tables available at any given location (primarily for safety reasons). Unattended materials are subject to being removed.

## **7. Financial Records and Deposits**

An employee group, student organization, or athletic team must keep accurate records of its approved fundraising activity and, upon request, shall provide to the Vice President of Student Affairs and/or Foundation/Alumni Director a complete accounting of revenues, expenditures, and names of donors. Revenues must be deposited into the group's account in the LCC Business Office within two school days after the end of the activity.

## **8. Lawful and Compliant Conduct**

An employee group, student organization, or athletic team conducting an approved fundraising activity must be responsible for conducting the activity in a lawful manner and in compliance with College policies and procedures.

## **9. Consequences**

If the Fundraising Activity Procedure is not adhered to by an employee group, student organization, or athletic team, the consequences will be determined by the Vice President of Student Affairs, which includes the possibility of the funds raised being deposited in the Foundation's account rather than the sponsoring group's account.

Adopted 8/9/10

### **PUBLIC RELATIONS POLICIES** (excerpts)

Press Releases. *The Public Relations Department shall be responsible for the dissemination of information to the media. . . .*

Marketing Materials. . . . . In the event that a department prefers to develop its own marketing materials, the Public Relations Department shall be responsible for proofing and editing the materials, in addition to determining whether the materials meet the guidelines set forth in the Style Manual. This process must be completed prior to publishing the materials, whether that be in printed or electronic format.

Logo/Style Manual. The Public Relations Department maintains a Style Manual to ensure the continuity of materials issued by the College. Guidelines set forth within the manual make it the Public Relations Department's responsibility to ensure all guidelines have been met before marketing materials are published. . . .

Web Site. The Director of Public Relations, in cooperation with Information Technology, shall serve as the Webmaster for the College. All College pages must maintain continuity as specified by the committee, with two exceptions. The exceptions are Personal Pages and Activities Pages. For all other pages, content should be submitted to the Public Relations Director who will format the contents into the approved web design. Content requirements, fonts, logos and gifs will be addressed in the LCC Style Manual. The



exceptions are defined as:

*Personal Page* - Web page that identifies a staff member or faculty member within a department. This may include information such as office hours, educational background, personal philosophy, career history, etc.

*Activities Page* - This is a page that identifies the department's activities, students, etc. It should be noted that the Activities Pages are different than the College Academic pages, which provide official College information such as that found in the catalog.

Personal Pages and Activities Pages may have a unique format that differs from the official College pages. Those desiring to create Personal or Activities Pages must ensure that content is sensitive to and compatible with community standards regarding obscenity or pornography, invasion of privacy issues, statements that might be construed as libelous, as well as compliance with College policy or state and federal laws regarding discrimination, harassment and ADA requirements. Those seeking assistance with content, style or the issues mentioned above should consult with the Webmaster.

*Disclaimer:* The College reserves the right to place a disclaimer on each Personal or Activities Page indicating that the views or content expressed do not necessarily represent those of the College or the Board of Trustees.

E. Speakers Bureau. The Director of Public Relations shall be responsible for the scheduling of speakers for the Speakers Bureau. The brochure shall be printed every two years. Volunteers should be solicited prior to publication to ensure up-to-date entries within the publication. Every effort shall be made to provide a speaker for each event requested, even if LCC does not advertise availability of such a speaker. This may be handled by compiling a list of possible speakers who do not have an association with the College and providing this to the requestor.

## **SOLICITATION POLICY**

Individuals and groups are permitted to solicit on College property as follows:

- Recognized student organizations or specific College units may do so if properly approved by the authorizing office.
- Off-campus companies or groups are prohibited unless the Vice President of Student Affairs (VPSA) makes an exception.
- Individuals seeking personal gain are prohibited unless the VPSA makes an exception.

### **Solicitation by recognized student organizations or College units.**

Recognized student organizations wishing to solicit on College property must do the following:

- Present a written request to the authorizing office (VPSA), at least two days in advance of the requested date, stating the date, time and specific nature of the activity, including item(s) to be solicited.
- If the request is approved, the organization may solicit for the time period approved, but not to exceed five calendar days. Extensions require an additional request.
- Limit solicitation to the specific area designated by the authorizing office.
- Not allow the activity to disrupt educational activities.
- Request from the Director of the Physical Plant any use of College-owned

furniture.

- The group may post signs, banners or similar materials at the table relative to the activity and/or their organization.
- Remain in approved areas and not obstruct traffic.

### **SPEAKER POLICY FOR STUDENT ORGANIZATIONS**

Labette Community College recognizes the importance of free expression and the exchange of differing opinions and views. The free discussion and presentation of information is available and encouraged. Such inquiry must be conducted in a way, which furthers the educational purpose of the institution. College facilities are not available for exploitation by special interests that may present a clear and present danger to the United States of America, the state of Kansas or LCC. The sponsoring group will be held responsible for any activity or activities resulting from the event. *The group must receive the consent of the advisor and the VPSA before extending an invitation to an outside speaker and before the event is publicized.* The speaker's name and topic **MUST** be included when submitting the request.

The presentation of a speaker does not imply approval or disapproval of the speaker or the speaker's views by the student organization, LCC or the Board of Trustees. *It must be made clear by the sponsoring organization that the views expressed are not necessarily those of LCC or its Board of Trustees* (e.g., written materials such as advertising or stated in program).

In the case of highly controversial speakers, announcements are to be made at least thirty days prior to appearance so that faculty might have the opportunity to discuss issues with the students. Also, no such speaker shall be presented who will not consent to questioning (not heckling) by students and faculty following their presentation. The sponsoring organization may be required to pay for security. Every precaution should be taken to maintain the highest level of excellence and good taste in such matters commensurate with the dignity of an institution of higher education.

### **SGA TRAVEL REQUEST GUIDELINES**

The amount of funds allocated for student organization travel each school year may vary. Each recognized group petitioning SGA is eligible to receive an allocation of no more than \$1,000 per academic year, with a few exceptions.

The Executive Committee will occasionally take into consideration a request for more than \$1,000. It will be at the discretion of the Executive Committee to exceed the \$1,000 limit in rare situations with approval of the SGA President and SGA Advisor.

**Preference for allocations** will be given: First, according to their participation in current SGA/CAB activities, Second, their efforts to raise matching funds, and Third, their overall activity/service as a student organization.

### **Requirements**

Organizations must have an active member in SGA. Note attendance requirements in SGA by-laws.

Organizations must have self-generated financial support. (Self-generated financial support is defined as activities in which groups generate revenue or gifts to the organization from sources outside that organization.) Membership dues are not considered as self-generated financial support.

The event for which the money is requested must be directly related to the organization's stated goals or objectives or help to increase the knowledge, ability or quality of persons in the group. Funds should not be used for purely recreational purposes.

Organizations must follow all procedural steps and complete them in a timely manner.

## **Procedures**

Obtain and complete an *SGA Allocation Request Form*.

Turn in a copy of the completed form, an itemized, estimated list of expenses for the trip, a narrative of this event, and a history of activities designed to raise money for the previous and present year, to the SGA Treasurer at least three weeks (21 days) prior to the departure.

SGA Treasurer will then notify the group requesting funding of the decision, and by one letter/email addressed to the person who filled out the form and whose name and address is on the *Allocation Request Form*. The letter will contain the reasons for the Executive Committee's decision.

If approved for the trip, the group will be responsible for getting, keeping and returning all necessary receipts for all expenses during the trip.

A travel advance check will be ready 1-2 days prior to the trip.

Upon returning from the trip, a copy of all receipts must be turned in within 10 business days to the SGA Treasurer.

No individual is to be reimbursed, only organizations.

The funds are for hotel, registration and transportation only.

## **VEHICLE USAGE POLICY**

The travel voucher form, obtainable from the Office of Finance and Operations/Business Office (B.O.), is required when a College vehicle or a private car is to be used for sponsored student activity trips. This form is to be completed and should be submitted as early as possible to the B.O. in order to assure the most efficient use of travel funds and of vehicles. A memo/notice will be returned indicating the availability of the vehicle. The travel voucher upon approval means that mileage costs will be covered by the respective (student) account, assuming the applicant also obtains his approved request for leave of absence from the supervisor.

Ordinarily, the person scheduling a vehicle first will be awarded its use, but occasions arise when one may be asked to release a vehicle so that someone making a longer trip or having a greater need can use it. Authorization for private cars will not be approved if a College car is available. Students will not operate College vehicles, unless they are pre-approved, employees of LCC, are over 18 years of age, have a current and valid driver's license, with a good safety/ticket record.

Keys are to be checked out during normal business hours to avoid the group from being charged an overtime fee. *When a College vehicle is returned*, the interior is to be left free of passenger's articles or of refuse/trash and all doors locked and all windows closed. The keys and credit cards should then be promptly returned to the Department of Physical Facilities in the Office of Finance and Operations to permit maximum availability to others. *The mileage must be recorded at the beginning and the end of the trip*. Violation of this policy may result in the user being prohibited from future use of the vehicle.

## **VIOLATION OF COLLEGE REGULATIONS**

If a College Recognized Organization (CRO) violates College regulations or policy, the College has the responsibility of disciplining that organization. The Office of Student Retention and Activities (OSRA) is responsible for monitoring the compliance of student organizations with College regulations and policies. Complaints about a CRO should be forwarded in writing to the

OSRA for consideration and action.

When a complaint or a report of a violation of a College regulation or policy is received, it shall be treated in the following manner:

The Office of Student Retention and Activities (OSRA) shall investigate the validity of the violation.

If the violation did occur, the OSRA will recommend to the VPSA that appropriate disciplinary action be taken against the offending CRO.

If the offending CRO desires to appeal the decision of the OSRA, the VPSA shall convene either the SGA or Appeals Committee, as appropriate, to review the decision.

The hearing body shall issue its report and recommendations to the Vice President of Student Affairs. The VPSA shall have the authority to decide the action to be taken against the offending CRO and a copy of the report and action shall be placed in the organization's file.

Disciplinary actions that can be taken against College Recognized Organizations include:

Probation: A CRO can be placed on probation for a specified period of time without any withdrawal of privileges.

Probation and withholding of College-granted privileges and honors: A CRO placed on probation may be restricted from use of College facilities and/or all other privileges and honors afforded a CRO.

Withdrawal of Recognition: A CRO may have its recognition withdrawn for a specified period of time.

Any sanction noted in the Code of Student Conduct, including fines.

The disciplinary action taken against a CRO does not exempt disciplinary action from being taken against individual members of the organization who were responsible for the violations of regulations and policies. Correspondingly, the disciplining of individuals does not preclude disciplining of the organization for actions taken for and by the organization and its members.

## **Student Government Association Constitution**

### **Article I. Name**

The name of the association shall be the Student Government Association (SGA) of Labette Community College.

### **Article II. Purpose**

The purpose of this association shall be to encourage active participation in the work of self-governance and to ensure the representation of the views and perspectives of the student body in the governance of the college.

### **Article III. Membership**

Any enrolled student of Labette Community College can be a member of SGA.

Any club choosing to have a membership with SGA must meet the guidelines as stated in the by-laws.

### **Article IV. Cabinet**

## **SECTION 1. PURPOSE**

1. To act as a direct link between students and the administration.
  - a. To keep students informed as to college initiatives and administrative changes.
  - b. To ensure that the administration and faculty are aware of the student opinions, concerns, and suggestions.
2. To support events, groups, and individuals who are benefiting the Labette Community College community.
3. To ensure the financial stability of the SGA.
4. To be a pro-active force on campus, aware of and responsive to the students needs and concerns, promote the college in a positive image, and work for the betterment of all students.

## **SECTION 2. ELECTED MEMBERS**

The cabinet of SGA may consist of up to fourteen members, the first four of whom make the Executive Committee. The SGA shall also have a college appointed advisor.

1. The president of the SGA, who shall serve as the chair;
2. The vice-president of the SGA;
3. The secretary of the SGA;
4. The treasurer of the SGA;
5. A minimum of 3 but no more than 10 senators.

## **SECTION 3. CABINET RESPONSIBILITIES**

1. President – Shall act as the chair at all meetings of the SGA in general session and in cabinet session, shall attend all Labette Community College Board of Trustee's meetings and shall contribute approximately ten hours per week towards the goals and success of SGA. The President may also be requested to chair a committee during their tenure, and will be a de facto member of all committees.
2. Vice-President – Shall be prepared to fulfill all duties and obligations of the President at all meetings of the SGA in general session, in cabinet session, and at Labette Community College Board of Trustee's meetings (in absence of the President), shall be a de facto member of all committees and shall contribute approximately ten hours per week towards the goals and success of SGA. The Vice-President will be required to chair a committee during their tenure.
3. Secretary – shall act as record keeper at all meetings of the SGA in general session, in cabinet session, shall be a de facto member of all committees, and shall contribute approximately ten hours a week towards the goals and success of the SGA. The Secretary will be required to chair a committee during their tenure.
4. Treasurer – Shall provide financial updates at all meetings of the SGA in general session and in the cabinet session, shall be a de facto member of all committees and shall contribute approximately ten hours a week towards the goals and success of the SGA. The Treasurer will be required to chair a committee during their tenure.
5. Senator – Shall attend all meetings of the SGA in general session and cabinet session, shall be a de facto member of all committees and shall contribute approximately ten

hours a week toward the goals and success of the SGA. The Senator will be required to chair or co-chair a committee during their tenure.

#### **SECTION 4. CABINET REIMBURSEMENT**

The SGA will reimburse the Executive Committee and provide Book Scholarships to Senator for their service to the college. The Reimbursement will be determined by fulfillment of duties and will be awarded in the Fall and Spring terms as follows.

1. President – Fulfillment of all duties as outlined in Article IV, Section 3.  
-Reimbursement Amount \$500.00 per semester.
2. Vice-President – Fulfillment of all duties as outlined in Article IV, Section 3.  
-Reimbursement Amount \$300 per semester.
3. Secretary – Fulfillment of all duties as outlined in Article IV, Section 3.  
-Reimbursement Amount \$300 per semester.
4. Treasurer – Fulfillment of all duties as outlined in Article IV, Section 3.  
-Reimbursement Amount \$300 per semester.
5. Senator – Fulfillment of all duties as outlined in Article IV, Section 3.  
-Reimbursement through book scholarships each semester

#### **SECTION 5. REMOVAL FROM OFFICE**

The SGA can impeach any of its members (Executive Committee or Senate) by a two-thirds majority vote of the organization following an investigation by the Executive Committee. Any member of the constituency may initiate proceedings by gaining the support of 25 percent of that constituency, in the form of a signed petition. Possible grounds for impeachment are suspension, dismissal, permanent separation, negligence, excessive absence, dereliction of duty, and other infractions deemed sufficient by any member of the association. In the event a member of the Executive Committee or Senate is impeached and removed from office, they relinquish all rights and claims to reimbursement for their service during the year, and all reimbursements funds will revert back to the college.

#### **SECTION 6. RESIGNATION FROM OFFICE**

Any member choosing to resign from office must do so with a written letter notifying the SGA as to why the resignation is taking place. Appointment for the vacant office shall be followed according to the guidelines in the by-laws.

#### **Article V. Committees**

Standing committees are part of the normal operation of SGA. Those committees include, but are not limited to:

1. Welcome Week
2. Student Organization Fair (Fall and Spring)
3. Kid's Fall Festival
4. Finals Frenzy (Fall and Spring)
5. Blood Drive (Fall and Spring)
6. Homecoming Week

7. Awards Ceremony
8. Spring Fling
9. Community College Week/ Faculty Appreciation Week

#### **Article VI. Bylaws.**

- 1) Bylaws contain the procedures and rules for the SGA. All procedures not discussed in the constitution, bylaws, or property adopted rules of order shall be referred to the most current edition of Robert's Rule of Order.
- 2) The bylaws shall be approved by two-thirds of the Executive Committee and Senate membership.
- 3) Amendments to the bylaws shall be approved by two-thirds of the Executive Committee and Senate membership, and shall be revised as times and generations see fit for interpretation.

#### **Article VII. Amendment**

- 1) Any current member of SGA may bring any proposed amendment forth.
- 2) Such an amendment shall be approved by two-thirds of the executive committee and senate membership. Following approval, and at least one week before the final vote is taken, the text of the amendment shall be presented to the college. The vote shall be administered by the Executive Committee.
- 3) An amendment to the constitution shall be ratified by a two-thirds affirmative vote of the voting constituents.

#### **Article VIII. Ratification**

The ratification of the SGA constitution shall be an affirmative vote of two-thirds of the association at large.

#### **Article IX. Allocations**

Any LCC student organization seeking financial assistance from the SGA must follow the guidelines set forth in the by-laws.

#### **Article X. Elections**

Any LCC student having the desire to seek public office is granted that right as set forth in the by-laws.

### **Labette Community College Student Government Association**

#### **By-Laws to the Constitution (Initiated May 9, 2008)**

The By-Laws to the Labette Community College Student Government Association are an extension, in detail of the laws as stated in the Constitution.

## **Article I Resignation From Office**

Any member wishing to seek immediate relief from their duties will be so granted after a written letter of resignation is received and documented.

### **A) President**

-If the office of president becomes vacant then the vice president, if they so choose, will fill the vacancy of the office. In the event the vice president does not serve in place of the president, a recommendation can be made and approved by a two-thirds majority of the voting body present at that time.

### **B) Vice-President, Treasurer, Secretary**

-If the office of any other executive council member becomes vacant, a current senator may fill the vacancy if they so choose. In the event there are two senators seeking the same vacancy a vote shall be taken by executive council as to which shall fill the vacancy. If no senator chooses to serve, then a recommendation can be made and approved by a two-thirds majority of the voting body present at that time.

### **C) Senator**

-If the office of any senator becomes vacant two solutions are acceptable

- 1) The office may remain vacant if the body so votes as long as the quota of three is maintained.
- 2) A recommendation can be made and approved by a two-thirds majority of the voting body present at that time.

## **Article II Elections**

Any student at Labette Community College wishing to run for an office in the SGA is strongly encouraged to do so. All candidates are subject to the following rules when choosing to run for office.

1. The candidate must fill out a form indicating the office they wish to run for.
2. The candidate must have a petition signed by ten students of LCC, and the petition must be return at least one week prior to the election.
3. When candidacy for office is approved, the campaigning may begin for the approved candidate.
4. On Election Day, all candidates must remain at least twenty feet from any portion of the voting table and/or booth(s).

## **Article III Club Membership**

All student organizations on campus are encouraged to have a membership in SGA. In order for clubs to belong to SGA they must meet the following requirements.

1. Fill out an application and submit the application along with a roster of your members.
2. A brief description as to what the club does, and how the club can help benefit the students of LCC.
3. Have a minimum of one booth at each campus event where clubs are needed in the promotion of the college.



4. Actively participate in campus activities, and show current and prospective students the great things LCC has to offer for them.
5. Advisors of clubs are there to advise, and the students are there to participate. Please be aware that advisors are not to make the final decision for their club, but merely give advice.

Failure to follow these guidelines may result in probation of the student organization.

#### **Article IV Allocations**

Any club seeking allocations of SGA travel funds are required to meet the following guidelines. Please note that these guidelines are for any requested amount.

1. All requirements for club membership must be met.
2. A formal, detailed request must be submitted to SGA.
3. Allocations are to be used for travel expense only.
4. Request must be submitted before the event takes place, there will be no reimbursement of funds after the trip has been taken.
5. Following the return of the club, advisers must submit copies of all receipts relating to their travel expense, along with a copy of their allocation request form. If a club does not use all allocated funds then the remainder must be returned to the general allocation fund of SGA.

Failure to follow these guidelines may result in decreased funding. Please make all requests as soon as possible. The executive council reserves the right to allocate funds as they see fit, so long as there is a majority of voting members in favor of the amount to be allocated.