

Thayne Center

Student Clubs Manual

Student Clubs Purpose Statement:

Salt Lake Community College's Student Clubs exist to unite students of similar interests together and provide them with opportunities to become effective leaders. These groups enhance the quality of student life by fostering social interactions, leadership development, and connection to the SLCC community by promoting clubs, diversity, service, and learning outside the classroom.

This manual provides student leaders and advisors on how to promote engagement and effectively run a club at Salt Lake Community College (SLCC). It contains information, policies, and procedures needed to appropriately guide the clubs to be able to conduct college business, maintain organizational status, finance the club, and prepare for club travel. Please note that additional policies found in [College Policies and Procedures](#), [Student Code of Conduct](#), or other various SLCC departmental webpages also apply.

Clubs are under the leadership of the [Thayne Center for Student Life, Leadership, and Community Engagement](#) (Thayne Center); and supported under the leadership of the Coordinator for Student Clubs (Coordinator) and Student Clubs Peer Leaders (PL). The purpose of clubs at SLCC is to enhance the college experience of each student. Through participation in a student club, there are opportunities to meet other students with similar interests and enhance their educational experience while developing life-long skills. Additional benefits of participating in a club include:

- Developing networks and fostering closer ties between staff, faculty, & students.
- Learning self-discipline, responsibility, and how to take initiative.
- Gain various leadership skills.
- Challenging beliefs, values, attitudes, and morals.
- Contributing to the development of identity and finding a sense of belonging.
- Being exposed to differing, diverse, and conflicting viewpoints.
- Helping students identify with the campus culture and persist to graduation.
- Channeling anxiety and stress into positive, enjoyable, and productive pursuits.
- Finding support from students with common needs or interests.
- Motivates students to strive for and maintain academic excellence.

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Thayne Center for Student Life, Leadership, and Community Engagement

Staff Contact Information

	Location	Phone
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Mason Bancroft, Coordinator for Student Clubs	STC 124	(801) 957-5368
Lauren Hunt, Coordinator for Business Operations	STC 124	(801) 957-3656
Miranda Obic, Coordinator for ACE and Event Support	STC 124	(801) 957-4565
Sophia Gaona, Administrative Assistant	STC 124	(801) 957-4134
Lola Moli, Assistant Director for Student Leadership	STC 124	(801) 957-4700
Timothy Davis, Director	STC 124	(801) 957-4687
Jordan Campus	JSTC 201	(801) 957-2834
South City Campus	SCM 2-070, 2-080	(801) 957-3452

Community Engagement Contact Information

The Thayne Center houses both [student leadership](#) and [community engagement](#). As a SLCC recognized club, it is required that you participate in community engagement (Section I.B and I.C.10) activity a semester. We encourage clubs to take advantage of these opportunities to perform service as an engagement experience and opportunity to connect with the community. If you need assistance planning these activities, please contact:

	Location	Phone
Juan Salazar, Coordinator for Student Community Leadership	JSTC 201	(801) 957-2836
Anita Lui, Assistant Director for Community Engagement	STC 124	(801) 957-4620

Section I: Organizational Status

A. SLCC Recognized Club

Recognized clubs at SLCC are defined as a group that has met the club activity requirements outlined in this manual (Section I.B). All club constitutions must be approved by the Coordinator and adhere to maintaining SLCC recognition status.

Depending on the Clubs Tier designation (see Sec. 1. B.), SLCC recognized clubs may:

1. Receive annual club funding through the Thayne Center.
2. Request additional allocations of funds.
3. Use their status to reserve rooms for club-sponsored events and meetings.
4. Rent equipment through the Thayne Center for club activities.
5. Access to limited marketing and publicity services through the Thayne Center.
6. May use their status to fundraise in accordance with College policies.

SLCC-recognized clubs are student-led organizations. However, the day-to-day operations of the club are executed through the collaborative efforts of the club members and club leadership. Optional advisors may also assist with navigating institutional policies and procedures.

B. Funding Tier Classifications

SLCC-recognized clubs are classified into four different tiers. Clubs must meet the minimum of at least tier one requirements to be an SLCC-recognized club. Each tier is based on the activities clubs completed during the previous academic year. The first year a new club is activated, it will be classified as tier 2 and qualify to move to higher tiers based on the activity of the current year.

Tier 1 Requirements - Baseline

- + Submit club paperwork annually
 - Submit Club Re-Registration during Fall Semester
 - Submit Club President Commitment Form
 - If the club has an advisor, they must submit the Club Advisor Agreement
- + Maintain membership of 3 currently enrolled students in addition to club leadership (President & Treasurer)
- + Maintain Campus Groups page
 - Publicly post meeting times, constitution, contact info, and events
- + Club President must attend 1 Club Conference each academic year, held during the Fall and Spring Semester
- + If an Advisor is present, the advisor must complete 2 advisor-specific trainings annually
 - Required Advisor Training: Title IX + Risk Management and Student Travel Training
- + Attend at least 2 ICC meetings per semester

Tier 2 Funding Requirements

- + Includes all requirements of Tier 1 with the addition of:
- + Plan and host 1 event per semester
- + Plan 1 Community Engagement event per semester

Tier 3 Funding Requirements

- + Includes all requirements of Tier 1 with the addition of:
- + Maintain membership of 4 currently enrolled students in addition to club leadership
- + Plan and host 2 events per semester
 - One event must be in collaboration with another club
- + Plan 1 Community Engagement event per semester

Tier 4 Funding Requirements

- + Includes all requirements of Tier 1 with the addition of:
- + Maintain membership of 5 currently enrolled students in addition to club leadership
- + Plan and host 3 events per semester
 - One event must be in collaboration with another club
- + Plan 2 Community Engagement events per semester

C. Club Requirements

1. **Student Club Re-registration:** Each Fall all SLCC-recognized clubs will need to submit the contact information of at least the Club President or primary student contact for the current academic year, the club advisor, and at least 3 individuals who will be a member of the club for the following Spring semester.
 - a. To ensure that there is continuity of communication and funding for clubs, please communicate any personnel changes through the [Club Update Form](#) in [Campus Groups](#).
2. **Club President Commitment Form:** All club presidents of SLCC-recognized clubs must sign a [Club President Commitment Form](#) to demonstrate that they understand the responsibilities and expectations of their role.
3. **Club Advisor Agreement:** If a club selects an advisor, the advisor and any co-advisor must sign a [Club Advisor Agreement](#) annually to demonstrate that they understand the responsibilities and expectations of their role.
4. **Student Clubs Conference:** Held semesterly to provide all club leaders and advisors training on how to maintain SLCC recognition status and skills to successfully navigate club operations.
 - a. The Club President must attend at least one Student Clubs Conference per year. If the club president is not able to attend, they may send someone on their behalf with

- the approval of the coordinator and club advisor.
- b. If the club has identified an advisor, the Club Advisor must complete two advisor-specific trainings annually: Title IX & Risk Management and Student Travel. These sessions will be offered during the Student Clubs Conference.
5. **Club Membership:** Based on each tier, clubs must maintain the defined number of members. Club members need to be currently enrolled SLCC students. The defined membership is in addition to the club leadership. Club leadership must be a minimum of two positions: President and Treasurer.
 6. **Campus Groups:** [Campus Groups](#) is the college's student involvement platform. Each club has its own Campus Group page that serves as a space where clubs can share information regarding their club. A maintained Campus Groups page should have:
 - a. Current club constitution (See Section I.C.7)
 - b. Club meeting times
 - c. Events
 - d. Club Leadership
 - e. Contact Information
 7. **Club Constitution:** The most current/updated club constitution must be accessible through [Campus Groups](#) and follow the [club constitution checklist](#).
 - a. Submit any changes to the club constitution through the [Student Club Update Form](#)
 - b. Changes to the club's constitution must adhere to all SLCC policies and procedures, [SLCC Student Code of Rights and Responsibilities](#) and Thayne Center procedures to be approved.
 - c. Any changes to the club constitution will not be in effect until approved by the Clubs Coordinator
 8. **Club Meetings:** A general assembly of club members.
 - a. Club meetings must be held at a minimum of twice a month and should be open to all members.
 - b. The club constitution must state how meeting times will be established.
 9. **Inter-club Council (ICC) Meetings:** ICC meetings are held monthly on the first Wednesday of each month from 12:00 pm – 1:00 pm, subject to change. There will be both online and in-person options for ICC. The council is made up of all SLCC-recognized club presidents and is the decision-making body. Club presidents are expected to attend monthly ICC meetings.
 - a. If the president is not able to attend, they may send another student representative from the club on their behalf. Sending a student delegate on behalf of the club president will count towards ICC credit for tiered funding.
 - b. If a student club leader, or student club representative, is attending ICC on behalf of the club president, they will act as a proxy for any voting during that meeting.
 - c. The Coordinator for Student Clubs will send out the meeting invite to club presidents, It is the duty of the club president to send the meeting invite to the representative attending on their behalf, if they cannot make it.
 - d. Club members attending online must be actively engaged with any voting processes and engagement checks taken place in ICC. Otherwise, the club will not receive credit for ICC attendance.
 - e. Club members that attend online must state the club they are involved with and if they are the voting representative.

10. **Event:** Depending on the club tier, clubs must hold a specified number of events per semester to maintain SLCC recognition status. Club events must be:
 - a. Open to all SLCC students
 - b. Advertised on [Campus Groups](#) Event page and the [SLCC Calendar](#)
 - c. Reported in the [Program Evaluation Form](#) on Campus Groups

11. **Community Engagement:** Community engagement is defined as an activity that engages clubs with external community partners and organizations. Clubs must participate in a specified number of community engagements each semester based on their tier classification. Community engagement is defined as an activity that engages clubs with community partners and organizations.
 - a. A community partner can be a non-profit organization, a campus entity that serves students and community (i.e. Bruin Pantry, Community Gardens, etc.), or an organization that supports your club cause, etc.
 - b. Reported in the [Program Evaluation Form](#) on Campus Groups.

D. Probational Club and Deactivation

If a club does not meet at least Tier 1 requirements, for one full academic year, they will be a probational club for one full academic year. A probational club is still recognized by the institution but is ineligible for additional funding from the Thayne Center during the academic year they are on probation.

1. Probational clubs will have an additional academic year to meet requirements, at the minimum, of a tier 1 club.
2. Probational clubs do not have access to annual and one-time funding from the Thayne Center during the academic year that a probational club is working towards resuming tier 1 status.
3. Probational clubs will still have access to their index and must follow purchasing guidelines (Section V.E).
4. Like a recognized club, probational clubs will still have access to room reservation, equipment rental, marking support, voting at Inter-club Council, contract support, participation in Mega Fair, Campus Groups page, purchasing, and student travel.
5. If there is insufficient activity from a probational club for an additional year, the club will be deactivated, and the club budget will be cleared.
6. If a club is reactivated, it will be classified as Tier 2 and receive New Club Funding (Section IV.A).

A club may be at risk of deactivation for the following:

1. The club does not abide by [SLCC institutional policy and procedure](#), [Student Code of Rights and Responsibilities](#), or [Thayne Center procedures](#).
2. The club has a deficit in the club account (index) after June 30 of each fiscal year.
3. The club president role has been vacant for 14 days

Section II: How to Start a Recognized Club



A. Activation/Reactivation Process

1. Recruit

Clubs must have the following membership to start or reactivate a new club:

- a. Five (5) currently enrolled students
- b. If a club chooses to have an Advisor
 - i. The club advisor must be a full-time staff or faculty member.

2. Pre-Orientation

Clubs seeking SLCC recognition shall meet with a PL to become a club. The purpose of this meeting is to discuss what is a SLCC-recognized club, the expectations of the club, club leadership, and the process involved in being a SLCC-recognized club. The proposed club president is required to attend the pre-orientation. Other potential members, including any potential advisors, are welcome to attend.

3. Submission of Paperwork

The following documents must be completed before a proposed club may proceed with the approval process:

- a. [New Club/Reactivation Form](#)
- b. [Club President Commitment Form](#)
- c. [Club Constitution](#)

All documents can be found on [Campus Groups](#).

4. **Approval Process**

After the documentation has been reviewed, a PL will present the proposed club to ICC for approval.

- a. The proposed club must have a majority vote to be approved.

B. **New Club or Organization Policy**

The ICC will not approve or recognize any proposed club, that has the likeness of an already existing club. If the proposed club is similar to another in any or all of the following areas, it may not become approved as a new club:

1. Purpose statement
2. Objective
3. Mission statement
4. Goals
5. Type of clubs: sports, religious, cultural, academic, etc.

Section III: Roles Within Organizations

A. Roles and Expectations for Club Leadership

The following are common descriptions of officer responsibilities. Each student club should outline the roles of each office in its constitution. These roles may vary by club, but below is a list of general responsibilities.

1. President

The role of club president must be held by a currently enrolled SLCC student in good academic standing. They are required to annually sign a [Club President Commitment Form](#), attend SLCC Student Clubs Conference held in the Fall and Spring semesters, and represent their club at ICC meetings. The president is responsible for ensuring the club remains in good standing and all requirements are met. A student may serve as president for only one student club at a time.

Additional responsibilities:

- a. The club president must attend mandatory semesterly training through Thayne Center to stay up to date on new procedures.
- b. The club president must represent the club at ICC meetings.
- c. The club president presides over club meetings.
- d. The club president facilitates, coordinates, and leads the club in its business and activities.
- e. The club president may approve any internal, non-fiscal matters on behalf of the club.
- f. If the treasurer is unable, the club president shall approve any/all fiscal matters on behalf of the club.
- g. The club president will communicate institutional guidelines, policies, and procedures with club members. This includes [College Policies and Procedures](#), [Student Code of Conduct](#), [Thayne Center procedures](#), and any other departmental policies and procedures, etc.
- h. Should the club president or students in a club have concerns about the abilities or behavior of their club advisor, they must provide a written statement of their concern to the Coordinator for Student Clubs.

2. Treasurer

The treasurer role must be held by a currently enrolled SLCC student who is in good academic standing. They may not be treasurer for more than one club at a time. The treasurer ensures financial accountability for club finances by:

- a. Tracking club fundraising and spending
- b. Approves any and all fiscal matters and requisitions for funds on behalf of the club.

3. Club Advisor

Clubs may choose to have an advisor who is a full-time staff or faculty member at SLCC. Staff/faculty are eligible to serve as an advisor to one student club at a time due to the commitment needed to provide adequate support to students. Clubs are

allowed to have co-advisors to help share the duties of advising. A the club advisor is responsible for understanding institutional policy regarding risk management, Title IX, and student safety. All club advisors are required to sign a [Club Advisor Agreement](#) annually and cannot take on the role of a club advisor without permission from their supervisor. Failure to complete the form will signify that the club will not have an advisor and cannot complete certain activities (e.g. student travel)

- a. Club Advisor must complete two advisor specific trainings annually: Title IX & Risk Management and Student Travel. These sessions will be offered during the Student Clubs Conference.
- b. The president and treasurer can approve all fiscal and non-fiscal matters on behalf of the club.
- c. Can assist in navigating the Club Manual and associated college policy, regarding the approval process for the requisition of funds.
- d. A club advisor shall not vote/veto club issues.
- e. A club advisor shall not hold any private meetings on behalf of the club without at least one member of leadership present.
- f. A club advisor shall not represent or act on behalf of the club without the permission of club leadership.
- g. A club advisor will notify the coordinator when a club's actions are contrary to its general purpose or when an action is planned without the advisor's approval.
- h. It is recommended for clubs pertaining to social, recreational, or special interest groups to be served by an advisor with a special interest or talent relating to the club's purpose, should they want one.
- i. All travel requests must be submitted by the club advisor.

General responsibilities as a club advisor include:

- a. Attend all club meetings, events, and community engagement activities or arrange to have other College-approved supervision.
- b. Explain institutional policies and procedures.
- c. Financial management of the club budget.
- d. Provide continuity for the club from year-to-year.
- e. Act as a resource to the students and club.
- f. Intervene when knowledge of illegal activity/activities contrary to SLCC policy occur, either general or specific to the Student Code of Conduct.
- g. Ensure the club adheres to all to [College Policies and Procedures](#), [Student Code of Conduct](#), [Thayne Center procedures](#), and any other departmental policies and procedures, etc.
- h. Serve as the college's liaison with the student club and maintain open communication with the Coordinator for Student Clubs regarding meetings, activities, and travel.
- i. They must be present to coordinate travel with their associated student club and to adhere to all college policy during the travel planning process and trip, ensuring student safety
- j. Sign off on all financial transactions, travel forms, and any documentation items that require staff/faculty approval as stated in college policy (e.g. student travel policy)

4. **Removal of Club Advisor**

- a. At any time during the semester or year, a club advisor may request to resign from their role. In this case, the advisor must provide their resignation in writing to the coordinator.

- b. Advisors may also be removed from their duties if it has been determined that they have violated College policy, the guidelines set forth in this handbook, or the Club Advisor Agreement.
- c. Should students in a club have concerns about the abilities or behavior of their student club advisor, they must provide a written statement of concern to the Coordinator who will then work with both the students and the advisor to resolve and/or mediate the concerns and, if necessary, make a final recommendation to remove the club advisor.

B. Changes to Club Leadership, Advisor, or Constitution

The coordinator must be made aware of any changes in club leadership, advisor, or the club constitution. These updates should be communicated through the Club Update Form in Campus Groups within 14 days of change.

Any changes to the club constitution must be approved by the coordinator before the constitution is in effect. (See Section I.C.7 for additional information about club constitutions.)

C. Club Membership

Student clubs are supported by and eligible to receive funding from student activity fees through the Thayne Center. Because of this, all voting members of SLCC clubs must be currently enrolled students. Prospective students, community members, alumni, faculty, or staff may be considered affiliates of student clubs, but do not have voting rights and cannot receive benefits (i.e. travel or other financial sponsorships) otherwise granted to members of SLCC student clubs.

Membership Guidelines:

1. Club membership must be open to all SLCC students to be eligible for all forms of club funding.
2. The club's constitution must contain the following anti-discrimination clause in its entirety: "This organization does not discriminate against any members on the basis of sex, age, disability, race, creed, color, national origin, class, religion, gender, gender identity, gender expression, military/veteran status, marital status, and sexual orientation."
3. Voting must be limited to currently enrolled students.

D. Inter-Club Council

The Inter-Club Council (ICC) is a decision-making body made up of all active student club presidents. Matters brought before ICC may include club funding proposals, collaboration opportunities, event announcements, institutional policy changes that impact students involved in clubs, and networking time for club representatives. Any issues regarding protocol or other concerns, may also be presented.

ICC Guidelines

1. The student club budget is limited and provided annually by student fees.
 - a. Funds are allocated through the Thayne Center.
2. ICC is composed of the active club presidents at SLCC, who are the voting members. If the club president is unable to attend a meeting, they may send a student member of their club to replace them as a voting member of ICC.
 - a. A student may represent multiple clubs at an ICC meeting; however, they are only allowed one vote.

3. The ICC should practice fiscal responsible by staying informed of the guidelines for funding (Section IV) and ensuring that funds benefit as many students as possible. Club funds provided by the Thayne Center are to be allocated for club development and not individual expenses.
4. ICC follows a modified parliamentary procedure (Appendix B).
5. ICC needs 20 active club presidents (or representatives) to meet quorum and vote on proposals.
 - Proposals will be open for 48 hours after the call to vote
6. ICC recognizes and follows the [Student Code of Rights & Responsibilities](#) and Student Club policies and procedures.

Section IV: Student Code of Conduct

Activities available is an extension of the regular school curriculum, and as such, carries additional expectations for acceptable conduct. When performing, competing, traveling, or participating in Student Association activities both on and off SLCC campuses, students represent not only themselves, but also the College. Following the College's policies, students participating in college-sponsored, or activities of college business must be exemplary, and the officers of any club affiliated with Salt Lake Community College shall take responsible and reasonable actions at all times. The Thayne Center reserves the right to restrict and revoke membership for violations of student conduct while representing the SLCC. As a reference, clubs should consult applicable laws as well as the College's [Student Code of Rights and Responsibilities](#).

Section V: Funding

All club funding is sourced from student fees and is limited in the amount allocated each year. Any funds allocated by the Thayne Center must follow the College's [Purchasing Guidelines](#). Any equipment purchased must be entered into the Thayne Center inventory. Please contact the coordinator for further details. The following are not appropriate uses of funds:

- Direct donations to a charity or outside the organization
- Payment for national organization membership dues
- Student dues, fees, personal items (i.e. tuition, parking tickets, books, course fees, etc.)
- Payment to an individual (unless contracted)

All funding is based upon the club's tier status.

Tier 1	\$0
Tier 2	\$500
Tier 3	\$850
Tier 4	\$1300

Clubs are not required to collect membership dues. The ability to pay for club membership fees should not and will not hinder a student from club membership. If a club has professional or national dues, students will be responsible for paying their own dues, as they may not be covered by club funds.

A. New Club Baseline Funding

Newly approved SLCC-recognized clubs will be given \$500. This funding is given to new clubs to help establish club operations. New clubs are classified as tier 1 and may qualify to move on to higher tiers based on the activity of the current year (Section 1.B).

B. One-Time Funding

Any active student club, excluding probational clubs and tier one clubs, can apply for One-Time Funding.

1. The amount cannot exceed **\$2750**.
2. Clubs only receive One-Time funding once per academic year.
3. All funding is approved by a vote of the ICC members and is not guaranteed.
4. There is a limited number of One-Time funds available on a first-come, first-serve basis as voted upon by ICC.

After any event funded through One-Time Funding dollars, the club must submit a Program Evaluation Form. Failure to report may result in the club's ineligibility for additional funding the following year.

One-Time Funding Guidelines:

1. All requests must be completed using the [One-Time Funding Request form](#) through Campus Groups. The form should be submitted for review at least two (2) weeks prior to the ICC meeting.
2. A club representative is required to formally present the request to ICC and answer any questions.
 - a. Presentations should be uploaded in the [One-Time Funding Request Form](#).
3. The presentation must include:
 - a. What the funds will be used for
 - b. When the funds will be used
 - c. Purpose of the funds
 - d. A detailed budget of what the funds will be spent on
 - e. How the use of funds will benefit the club as a whole
4. Events that are expected to bring in revenue are not eligible for One-Time funding.
5. A club that has just become active or reactivated will need to wait 2 weeks after approval to be eligible for one-time funding.
6. Each club is allowed up to 5 minutes for both their presentation and questions. After all presentations have been discussed, each club will cast their vote through a Campus Groups poll during the ICC meeting.
 - a. Only clubs that are present may participate in the voting process.
7. Clubs must complete a [Program Evaluation Form](#) after each activity the one-time funding was used for.

C. Fundraising

SLCC-recognized clubs have the option to raise additional funds through fundraising. Clubs should refer to the fundraising policy in Campus Groups and the College's [Gift Solicitation, Receipt, and Acceptance policy](#) and [Cash Receipting](#) policy and procedure.

Fundraising Guidelines:

1. Clubs must complete the [Student Club Fundraiser Form](#) located in Campus Groups at least 4 weeks prior to the fundraiser.
 - a. Fundraisers must be approved by the Coordinator and Development Office prior to the event.
2. Clubs must follow the college's [Cash Receipting Policy](#) and complete cash handling training through the [Cashiering Services](#) to ensure the funds are being managed in accordance to college, state, and federal policies.
3. Failure to adhere to campus fundraising policies includes, but is not limited to:
 - a. Conducting fundraisers after they have been denied.
 - b. Conducting a fundraiser but failing to register or submit a timely request.
 - c. Falsify reporting information on the [Student Club Fundraiser Form](#) and [Program Evaluation Form](#).
4. Clubs may not keep fundraised dollars in off-campus bank accounts. Clubs should work with [Cashier Services](#) to set up a Marketplace if collect money.

For additional questions regarding fundraising please contact the [Development Office](#).

D. Donations

Student clubs may receive donations from outside entities. If they are planning for donations, the club must to contact and coordinate with the [College's Development Office](#) to ensure college policies are being followed. Donations made via check must be made payable to SLCC Clubs with the club's name listed in the memo section. Information regarding both checks and cash are listed in the [Cash Receipting Policy](#).

E. Financial Spending

- Club Leadership can manage club funds and must follow the [Small Dollar Purchasing Guidelines](#) and the [Purchasing policies](#).
- Clubs cannot overspend the amount available in their budget.
 - If the club overspends it is the responsibility of the club to cover the deficit.
 - Any club budget that is in the negative at the end of the academic year results in the club being placed on probation, losing access to Thayne Center funding, until the account is at a zero balance.
- All spending of funds outside of travel expenses must happen with the purchasing card (Section V.E.1). No reimbursements will be granted.

1. Purchasing Card (P card)

Clubs are able to check out a college purchasing card through the Thayne Center.

- a. To schedule the use of the P card, a club must submit a [Purchasing Request Form](#) on Campus Groups at a minimum of 5-7 days before the date of purchase.
 - i. Request for an online purchase must be submitted at least 2 weeks prior to need of purchase.
- b. Club advisors may assist the President and the Treasurer in navigating the process to obtain access to club funds.
- c. Club accounts will be checked to ensure requested funds are available prior to the use of the P card.
- d. All purchases must be tax-exempt and students and/or advisors will need to request that tax is taken off any purchase made within the state of Utah. A tax-exempt form will be provided.
- e. The original itemized receipt that details the cost of each purchased item must be submitted upon returning the purchasing card.

Section VI: Travel Policy

Club travel is considered college business. This includes conferences, competitions, same-day education excursions, etc.

For detailed information regarding the student group travel process, please refer to the SLCC [Student Travel Procedure](#) webpage. Failure to follow the College's travel policy and procedures outlined in this section will result in club deactivation or withholding of club funds.

Section VII: Elections Endorsement Policy

When students are running for SLCC Student Association Student Body President and Executive Vice President, they can seek endorsement from clubs. A club may choose to endorse any candidate. The club must adhere to the guidelines that are set forth each year in the Elections Manual for Candidate Endorsement.

Guidelines

1. Written consent signed by the club president.
2. A two-thirds vote of support from club members.
3. Minutes from the meeting in which the vote was taken.
4. Minutes must be turned into the Elections Logistics Committee before any endorsements of the club can be used on campaign material.

Appendix

Appendix A: Additional Resources

[Club Constitution Check List and Template](#)

[Event Planning](#)

- After hour events
 - [Taylorsville Redwood Student Center](#)
 - [Jordan Campus, Tim and Brenda Huval Student Center](#)
- Cancellations
- [Catering](#)
- [Parking](#)
- Security

[Emergency Medical Services](#)

[Blood Drives](#)

- All blood drives should be organized through the [Center for Health and Counseling](#).

[Student Clubs Sport Policy](#)

- All injuries must be reported using the SLCC Incident Report Form.

Admission to Club or Organization Sponsored Events

- Club members who wish to collect money at an event must complete cash handling training through the [Cashier's Office](#) and follow all SLCC policies.

[Contracts](#)

[Equipment Rental](#)

[Room Reservations](#)

[Marketing Request](#)

- Graphic Design
 - Each semester, the Thayne Center will create 15 marketing designs from consultation to print. This service is first come, first serve.

[Posting Policy](#)

[Copyrights](#)

[Alcohol and Other Substance Statement](#)

[Inventory Control](#)

Appendix B: Modified Parliamentary Procedure

PROCEDURE FOR VOTING**1. Calling to Vote**

- a. A member raises hand when no one else has the floor to call an item to a vote.
- b. Another member seconds the call.
- c. The chair recognizes the call and moves for discussion.

2. Consideration Prior to Voting

- a. Members can debate the item.
- b. Whoever calls the item to vote has the first right to the floor if it is claimed properly.
- c. When discussing the item, member expectations should:
 - i. Listen to the other side
 - ii. Focus on issues, not personalities
 - iii. Avoid questioning motives
 - iv. Be polite

3. The Chair Puts the Item to a Vote

- a. The chair asks if there is additional discussion. If no one raises a hand to claim the floor, the chair proceeds to take the vote.
- b. The chair will state the item and ask:
 - i. *Those in favor, say 'Aye'. (Pause for response.)*
 - ii. *Those opposed, say 'Nay'. (Pause for response.)*
 - iii. *Those who abstained please say 'Aye'.*

4. The Chair Announces the Result of the Vote.

- a. If the ayes have majority, the item is approved, and ... (indicating the effect of the vote).
- b. If the nays have majority, the item is not approved.