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**Introduction**

Student Code of Conduct (From Website)

In general, college jurisdiction and disciplinary sanctions will be applied to incidents and conduct which occur on the college campus or at college sponsored events or activities.  However, jurisdiction and disciplinary sanctions may also be applied at the discretion of the college to conduct that occurs off campus and which adversely affects the college.  Visitors on campus are also expected to abide by the prohibitions pertaining to student conduct and by all local, state and federal laws and ordinances.  Visitors failing to do so may be asked to leave campus and may be declared persona non grata.  The following prohibitions pertaining to student conduct are considered essential to the educational mission and community life of the college.

* Behavior which disrupts the learning environment.
* Use, possession, and/or distribution of weapons, firearms, firecrackers, explosives and/or chemicals.
* Use or possession of illegal or controlled drugs and/or alcohol.
* Gambling
* Abusive and/or disorderly behavior.
* Deliberate destruction and/or abuse and misuse of college property or facilities.
* Theft from an individual, organization or agency, and/or division of the college.
* Assault and battery, threats of violence, and/or intimidation.
* Written, verbal, sexual and/or physical intimidation or harassment.
* Violations of the college’s Acceptable Use Policy for computer access and use.
* Failure to comply with reasonable requests of a college representative.
* Any conduct which violates the laws of the United State, the State of West Virginia, Cabell County, and/or the City of Huntington.

This list of prohibitions is not a full listing of unacceptable behavior in a college community.  Other unacceptable behavior may also result in disciplinary action.  Academic dishonesty (such as cheating and plagiarism) or classroom behavior considered detrimental to the teaching-learning process will be addressed by the college’s academic offices.  A full statement on student academic dishonesty can be found in the Academic Definitions & Procedures section of the catalog.

Mountwest Mission Statement

Mountwest empowers students to learn and lead in the community and in the workforce.

Mountwest Vision
Mountwest makes a positive impact on the lives of our students while providing them with the education and tools to prepare for their future. We inspire, support, and develop students to achieve goals, build positive relationships, and succeed in the workforce.

Mission for Student Organizations

Our mission for all student organizations is to ensure a positive atmosphere and welcoming environment to any student of any interest. As a community college, we want to bring any student of any age, gender identity, race, religion affiliation, sexual orientation, and disability together to share common interests. (TBC)

**Intent to Organize**

How to Start a Club

To be considered a club/organization, you need to submit an **Intent to Organize Form** to the Office of Student Life. The form is available in the Student Services Once Stop, on the Student Organizations Page on the main website, or you can email Hannah Matthews for a copy of the form. If your organization is approved, then you will have temporary ability to:

* Hold and advertise organization meetings
* Recruit new members
* Reserve college space for events

Once you have the required items on the **Intent to Organize** form, then you will need to create your organizations Constitution and bylaws and submit it with the form. We want to keep all records of your organization in case of admin change, advisor change, or officer changes that can cause loss of paperwork. Failure to submit all documents will pause your organization’s creation.

Maintain Recognition

We want to make sure that each organization is recognized by the college and advertised on our website. All organizations, excluding honor societies, is a privilege and the Office of Student Life has the right to either suspend the organization or dismiss the organization if they are not maintaining the following:

* Participate in Club Crawl every fall and spring semester.
* Have one campus wide event each semester.
* Have meetings often (at least one meeting once a month).
* Send in ANY changes to club constitution or bylaws to the Student Engagement Coordinator.
* Advertise your organization on designated tables with up-to-date information.

Organizations can lose recognition status by, also, the following:

* Inappropriate behavior by club/organization members reported to Student Engagement Coordinator by any staff, faculty, or student.
* Inappropriate behavior by club/organization members during any events.
* Violation of Mountwest Community & Technical College policies and procedures.

If a club/organization is suspended, they may reapply for recognition the following semester. The Application for Recognition will need to be filled out and submitted to the Student Engagement Coordinator.

Requirementsof Club

In order to start a new student club or organization, students will need to discuss their plan with the Student Engagement Coordinator. They will provide the students with the following information:

1. **Charting Form**: This will be completed each year for every club/student organization. The Student Engagement Coordinator will provide the club advisor with the form and any other information the advisor will have. This form is designated to keep track of each club/organization on campus year to year.
2. **Club/Organization Advisor**: Every club/organization MUST have an advisor. The advisor must be employed at Mountwest Community & Technical College and be either a faculty member or staff member. The advisor must be willing to donate their times to help see of the club/organization each academic year. An advisors term will be for one academic year. If they choose to continue advising the club/organization they are apart of, then no other action will be taken. If the advisor chooses to leave the club/organization after the academic year, then they MUST notify the Student Engagement Coordinator.
3. **Members**: For a club to be considered, there must be 3 members to be recognized. These members must be full or part time students at Mountwest Community & Technical College.
4. **Develop a Constitution & Bylaws**: Once a club as three members and an advisor, a constitution must be written or one mat adopt the standard sample that is provided by the Student Engagement Coordinator. The constitution can be as detailed as the members want it to be. Bylaws will be need to be provided with the constitution to the Student Engagement Coordinator.

Once all of this is completed, information will be turned into the Student Engagement Coordinator for approval. Incomplete forms will not be reviewed. Forms will be available on MCTC’s website, in the Student Services One Stop, or provided by the Student Engagement Coordinator.

**Club Finances**

Club Bank Accounts

Each club/organization has the option to have their own bank account. If the club/organization chooses to open up the bank account, they will need to follow the Independent Funds Guidelines. This account should house only funds raised by the club/organization. The responsibility of those accounts rests solely with the students and the organization, not the College. Spending of said funds will need approval of the club/organization advisor. Items prohibited from being purchases include:

* Illegal substances or purchases
* Alcohol, drugs, tobacco products including e-cigarettes
* Weapons, firearms, or ammunition
* Legal services of bail bond funds
* Purchases of personal use, including advisor personal use

Each quarter, if any purchases have been made, financial statements of all student clubs/organizations must be submitted to the Student Engagement Coordinator to review and to ensure that funds are being used properly. (If these accounts aren’t tied to the school, do we really need to keep track of these?)

All receipts MUST be kept by the club/organization elected treasurer or advisor. If, at any time, bank information for the student club/organization changes, the Vice President of Student Services and the Student Engagement Coordinator must be informed immediately.

If a club is not active for two semesters, shuts down, or fails to follow requirements, all funds need to be sent to the Student Engagement Coordinator and the bank account will be closed.

Maintaining Club Funds

Fundraising

Each club is allowed to participate in fundraising. This would require an Event Request Form to be filled out to be submitted to the Student Engagement Coordinator. The club/organization must notify the Student Engagement Coordinator two weeks before proposed date.

Requesting Club Funds

The Office of Student Life has funds set aside each year for active clubs to request. If any club/organization are not keeping up with their active status, then they will not be allowed to request club funds.

Total amount that a club/organization can request for the year is $500.00. Once the club/organization has requested the make, they are no longer able to make a request for more funds. To request funds, each club/organization will need to fill out a **Club Fund Request Form**. This form can be found on the MCTC website under the Student Organization page, it can be picked up at the Student Services One Stop, or it can be requested from the Student Engagement Coordinator via email.

Any funds that are given to the club can not be used for person use. These funds will be used for the club/organization or student body.

**Club Events**

Requirements for Club Events

Events that club/organizations have are a privilege. We want to ensure that all students are safe and following directions to have a great event. Club/Organizations must fill an **Event Request Form** **2 weeks** before proposed event. This will give the Office of Student Life amble time to create any marketing materials that might be requested.

If the **Event Request Form** isn’t turned into the Student Engagement Coordinator or if the form is turned in with limited time left, the request will be denied. All sections will need to be completed on the form. If the form is incomplete, it will not be reviewed. The Student Engagement Coordinator will contact the President and the club/organization advisor if event is approved or denied.

Marketing for Clubs

Students are allowed to make their own marketing materials to distribute on campus. Flyers will need to be given to the Student Engagement Coordinator to post on the Office of Student Services & Student Life Facebook Page. If the club/organization do not make their own marketing materials, they will need to request them from the Student Engagement Coordinator. This will be an option on the **Event Request Form**. Please allow **2 weeks** for the marketing material to be created.

If the club/organization wants to advertise to the community, they will need to contact Karen Horner for further advertisement.