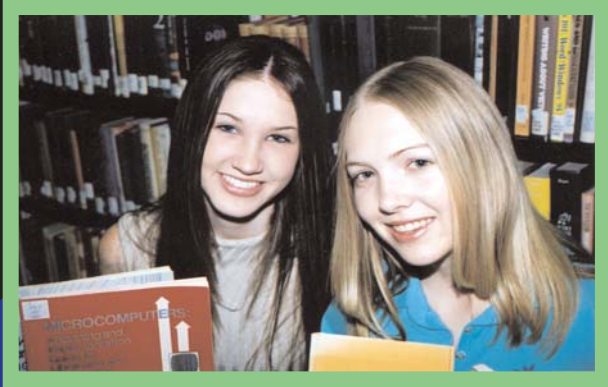
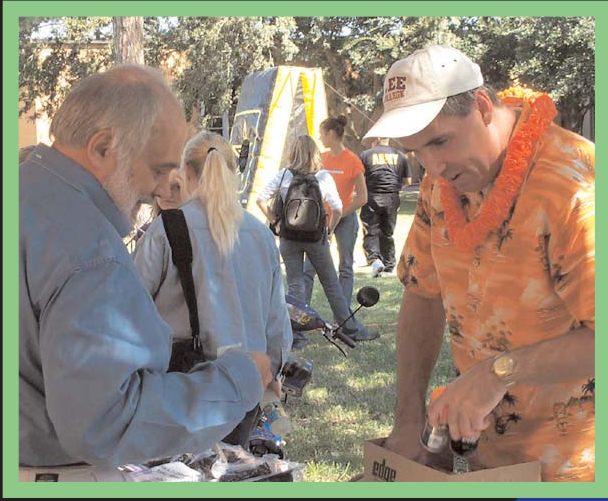


Lee College



Handbook for Student Organizations

LEE COLLEGE
HANDBOOK FOR STUDENT ORGANIZATIONS

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TABLE OF CONTENTS

Introduction: Student Decision Making at Lee College	5
I. Student Congress and Student Clubs	6
II. How to Join a Club or Form a New Club	6
III. The Student Activities Coordinator	7
IV. The Student Congress Oversight Board	7
V. Club Advisors	7
VI. Requirements for Membership in Clubs	8
VII. Eligibility to Hold Offices in Clubs	8
VIII. Posting Information About Clubs to Student Transcripts	9
IX. Obligations and Responsibilities of Clubs and Organizations	10
a. Record Keeping	10
b. Filing Reports	11
c. Meetings and Activities	11
X. Budgets	13
a. Overview of the Budgeting Process	13
b. Budget Codes	14
c. Budget Transfers and Discretionary Funds	15
XI. Guidelines for Purchasing Goods and Services	15
XII. Travel	17
a. Student Eligibility to Travel at College Expense	17
b. Limitations on Student Travel at College Expense	17
c. Advisors' Responsibility Concerning Club Travel	18
d. Absences Due to Approved Travel	19
e. Use of Lee College Vehicles	19
f. Off-Campus Consumption of Alcohol	20
XIII. Fund Raising	21
XIV. Club Office Space	22
XV. Lee College Policies Regarding Student Conduct and Student Discipline	23

APPENDICES:

- I. Club and Organization Request Form
- II. Officer and Membership Roster
- III. Prospective Membership Application
- IV. Prospective Officer Eligibility Form
- V. Annual Report Form
- VI. Budget Application
- VII. Purchase Request Scratch Sheet
- VIII. Travel Advance Request
- IX. Release of Liability and Travel Eligibility Form
- X. Budget Amendment Form

INTRODUCTION

Student Participation in Decision Making at Lee College

Students are encouraged to participate in decision making at Lee College, both in college governance and in student organizations. The college recognizes the Student Congress as the principal voice of the student body in matters related to college policy. Student Congress representatives meet with the president, deans, and other campus leaders as members of the President's Council. The President's Council meets several times each semester and is a forum for major college issues.

Student Congress representatives also serve on the Lee College Planning Committee. The Planning Committee meets in fall semesters to consider proposed changes in the College's Mission Statement and Long-Range Goals; in spring semesters it meets to consider proposals for new spending in the next fiscal year. Its recommendations concerning planning and budgeting are received by the president.

The Lee College policies regarding student discipline and student grievances incorporate student participation. Students who appeal academic decisions made by instructional deans, or a disciplinary decision made by the Dean of Student Development and Institutional Planning, do so before a committee composed of Student Congress representatives, faculty members, and administrators. In either case, a majority of the committee may reverse the previous decision.

The Student Congress also plays a major role in the allocation of funds generated by the student service fee. These funds are used to support the activities of the student organizations recognized by the college and student oriented cultural activities.

In spring semesters, the Student Congress conducts hearings regarding budget proposals for the next academic year. Its recommendations regarding the amounts allocated to each club, organization, or activity are directed to the president.

I. STUDENT CONGRESS AND STUDENT CLUBS

The Lee College Student Congress is composed of elected representatives from recognized clubs and organizations and members-at-large. Student Congress meetings are open and all students are encouraged to attend.

The rules used by the Student Congress to determine eligibility to vote at Student Congress meetings and in Student Congress elections are subject to change. Students interested in becoming active members of the Student Congress should attend meetings and/or obtain copies of its bylaws to determine how they may become voting members.

II. HOW TO JOIN A CLUB OR FORM A NEW CLUB

The Student Activities Coordinator maintains a list of clubs recognized by the college, their officers, and their sponsors in his/her office, which is located in the Student Activities Center. Notices of club meetings are posted on the bulletin boards of most college buildings, including the Student Center and Moler Hall.

In addition, the Lee College Catalog contains descriptions of the student activities, student services, student publications, and scholarship opportunities offered or supported by the college.

Any group of seven or more students may form a club or organization, provided that they meet the stipulations set forth below.

- A group wishing to become a recognized club or organization must be sponsored by a full-time or part-time Lee College employee. (See Section VI; Club Sponsors.)
- Members of the prospective club must complete a Club and Organization Request Form and file a list of prospective members with the Dean of Student Development and Institutional Planning. These forms are printed in the appendix of this handbook; additional copies are available from the Student Activities Coordinator and from the office of the Dean of Student Development and Institutional Planning.

III. THE STUDENT ACTIVITIES COORDINATOR

The Student Activities Coordinator works with the advisors and officers of

student clubs and students who wish to form clubs. His/her duties include assisting in scheduling and organizing student events, monitoring the expenditures of funds by clubs, and acting as liaison among student organizations. The Student Activities Coordinator also serves as an advisor to the Student Congress and as a liaison between the Student Congress and the Student Congress Oversight Board. The Student Activities Coordinator normally attends off-campus events that involve Student Congress officers.

The Student Activities Coordinator is also responsible for supervising the Game Room in the Student Activities Center and organizing intramural competitions. The Student Activities Center contains billiard and table tennis tables and is reserved for student use. Intramural competitions are offered each semester at Lee College. Information regarding participation in intramural competitions is available from the Student Activities Coordinator's Office, which is located in the Student Activities Center.

IV. THE STUDENT CONGRESS OVERSIGHT BOARD

The Student Congress Oversight Board includes three faculty members appointed to three year terms by the president of the college. All full-time faculty members are eligible to serve on the Board; however, faculty members may not serve as advisors to other student clubs or organizations while serving on the Board. The president will seek input from the Student Congress when appointing members to the Board.

The Board serves as the official "advisor" to the Student Congress. It meets at least once each semester with the Student Congress executive committee to provide advice and counsel regarding proposed changes in Student Congress policies and bylaws and questions regarding parliamentary procedure and college policies that affect students.

Members of the Board may attend Student Congress meetings, Student Congress Executive meetings, and off-campus meetings that involve Student Congress officers. Budget amendments (but not Purchase Requests) that entail funds controlled by the Student Congress require the signature of a member of the Oversight Board.

V. CLUB ADVISORS

All full-time and part-time employees of the college are eligible to serve as advisors. Faculty members who serve as sponsors must be on nine-month contracts or letters-of-appointment.

- Advisors who are not faculty members must obtain the approval of their supervisors prior to missing work for club meetings, activities, or travel. Classified employees may not claim overtime compensation or "comp-time" for time spent in club meetings, activities, or travel.
- Budget amendments and Purchase Requests that entail funds controlled by the club require the signature of the club's advisor.

VI. REQUIREMENTS FOR MEMBERSHIP IN CLUBS

Clubs may establish membership criteria which, for example, limit membership to students in certain majors, students with certain GPA's, or students with special interests. They may also levy dues and require members to attend meetings or special functions in order to maintain their memberships.

The college has established the following restrictions regarding club memberships.

- Membership in a club may not be denied to any person on the basis of sex, disability, race, nationality, age, or religion.
- Membership in groups that are funded through student service fees is limited to Lee College students, staff, and faculty.
- Clubs and Organizations must maintain memberships of seven or more students in order to receive funding from Student Congress. In order to qualify for funds generated by the student service fee, club sponsors or a designated officer of the club must submit a Prospective Membership Roster and Budget Application (Appendix III), indicating that at least seven members of the club plan to enroll for the Fall semester.

VII. ELIGIBILITY TO HOLD OFFICES IN CLUBS

Lee College grants its Student Congress and other student organizations considerable authority and autonomy. The college expects students who seek and hold offices in these organizations to accept responsibility and to serve as positive role models for other students.

- To hold office in Student Congress or a recognized club or organization, students must have a cumulative grade point average (GPA) of 2.00 or

higher, and must be enrolled in at least 6 Semester Credit Hours (SCH) in spring and fall semesters. Students need not be enrolled in summer terms to hold offices to which they were elected or appointed in a previous semester. The bylaws established by individual clubs and organizations may require higher cumulative GPA's (e.g. higher than 2.00) and/or other evidence of professional or academic achievement for their officers.

- Students who serve as officers in clubs are responsible for notifying their club sponsor if their GPA drops below 2.00, if their course load drops below 6 SCH, or if they fail to meet the standards for officers established by their club's bylaws. In the first two instances college policy requires the officer to resign from his/her position.
- Prior to each election, club sponsors are responsible for determining the eligibility of students who declare themselves candidates for club offices and for verifying the officers' eligibility to remain in office at the beginning of each semester. Sponsors may verify student's eligibility in the Admissions and Records Office. See the Appendix IV for the Prospective Officer Eligibility Form.
- The Dean of Student Services and Institutional Planning may take disciplinary action against club officers who file false reports on behalf of their clubs or fail to abide by established college policies.
- Budget Amendments and Purchase Requests submitted by student clubs must have the signature of the club's president or treasurer.

VIII. POSTING INFORMATION ABOUT CLUBS TO STUDENT TRANSCRIPTS

It is Lee College's policy to recognize student leadership and academic achievement.

- Officers of Student Congress and officers of clubs which require their officers to have cumulative GPA's of 3.00 or greater may have their club memberships and the office held posted to their transcripts.
- Students who are members of clubs which require a 3.50 or higher GPA for membership may have the club membership posted to their transcripts.
- Club sponsors are responsible for providing this information to the Dean

of Student Development and Institutional Planning on the Officer and Membership Roster. (Appendix II)

IX. OBLIGATIONS AND RESPONSIBILITIES OF CLUBS AND ORGANIZATIONS

The rights and responsibilities accorded Lee College students are detailed in the Lee College Catalog. In addition to these, the responsibilities born by officers of clubs and organizations are listed below. The Dean of Student Services and Institutional Planning may revoke a club's recognition and/or take disciplinary action against club officers if these obligations are not met.

Clubs or Organizations Which Become Inactive

The Student Congress may, after each long semester, request that the Dean of Student Development and Institutional Planning have the funds allocated to clubs or organizations which did not conduct meetings and/or failed to file the reports required by this Handbook during the previous long semester returned to the Student Congress for re-allocation.

Record Keeping

The officers of clubs and organizations, particularly presidents, are responsible for seeing that records of their clubs' activities are maintained.

- Clubs and organizations must maintain copies of their organizations' constitutions, bylaws, rosters of officers and members, minutes of meetings.
- Clubs must submit copies of changes or amendments to their constitutions, statement of purpose and/or bylaws to the Student Activities Coordinator.
- Clubs and organizations must maintain copies of their financial records. This includes records of their budgets, income, expenditures, budget transfers, purchase orders, and other related documents.
- Clubs which have members who travel at college expense must maintain records showing the total funds used by each member who traveled, the amount allocated to each student from Student Congress funds, and the

amount (if any) allocated from funds generated by fund raising activities.

- Clubs and organizations must maintain inventories of all supplies and equipment purchased by the club or donated to the club.

Filing Reports

The officers of the clubs and organizations recognized by the college are responsible for producing and filing the Officer and Membership Roster and the club's Annual Report. Both must be filed with the Student Activities Coordinator in accord with the reporting calendar which appears in the front of this Handbook. The applicable reporting forms are included in the appendices of this handbook.

Clubs and organizations must submit copies of minutes of meetings to the Student Activities Coordinator. These are used to show that clubs meet the criteria regarding the minimum number of meetings that they must hold each semester and should be filed with the Student Activities Coordinator as soon as practical after the minutes are approved by the membership.

Clubs must also file reports listing equipment owned by the club. In this usage, equipment includes cameras, computers, typewriters, sound equipment, etc, whether purchased with club funds or donated to the club. Office supplies and consumable items need not be included in the report. Clubs which do not own any equipment are not required to complete this report. See the appendices for the reporting format.

The reports just cited are used to verify that each club is maintaining the minimum required membership and conducting the minimum number of meetings required to maintain its status as a recognized club. The reports are considered college documents and the filing of false reports will prompt disciplinary action. Failure to file the reports in a timely manner may result in the club's loss of recognition by the college.

Meetings and Activities

Officers of clubs and organizations are responsible for calling and conducting meetings and other events. The following guidelines apply to meetings and events.

- Clubs and organizations must post notices of meetings or events at least two days prior to the meeting or event. Notices should be placed on

bulletin boards in every college building. Prior to posting notices, the original copy must be approved by the Office of the Dean of Student Development and Institutional Planning. Posters may not be placed on glass or walls and should be displayed on bulletin boards designated for this purpose. Clubs and organizations are responsible for removing their flyers and posters after an event or meeting, preferably within two days.

- Clubs and organizations must conduct open meetings, follow Robert's Rules of Order, record minutes, maintain updated records of expenditures and budget adjustments, make financial reports available to membership periodically and notify the Student Activities Coordinator of changes in officers, bylaws, or special events or activities planned by the club.
- Clubs and organizations must meet at least three times during each long semester to maintain their status as recognized clubs.
- Clubs and organizations are encouraged to publicize meetings and activities and to contact the Marketing and Public Relations Office regarding publicity for their events or activities.
- Clubs are encouraged to reserve rooms and/or facilities for their meetings and activities. If a meeting or activity requires a special set-up, special arrangements, or special equipment (e.g. computers, audio/visual equipment, etc) the club must contact the Lee College Maintenance Department at least two weeks prior to the event.

Listed below are the rooms and other facilities most often used by clubs and the offices through which they may be reserved.

Jane Tucker Activity Room; Moler Hall	Office of the Dean of Student Development
Phyllis Davis Reception Room; Moler Hall	Office of the President
Testing Center	Counseling Center
Tucker Hall	Purchasing Office
Bayer Conference Center: 2 nd floor Student Activities Center	Student Activities Coordinator
John Sylvester Gazebo	Student Activities Coordinator
Edythe Bates Old Studio	Office of the Dean of Administrative

X. BUDGETS

Overview of the Budgeting Process

One of Student Congress's major responsibilities is to review budget requests from clubs and organizations and to make recommendations regarding the allocation of funds generated by student service fees. The budget-making process used by the Student Congress calls for clubs and organizations to submit budget Applications (See Appendix VI). Following the submission of the applications, Student Congress conducts budget hearings where clubs are given the opportunity to argue for their proposals.

At Lee College, fiscal and academic years begin each September. Hence, budget hearings conducted in spring semesters help establish allocations for the next fiscal/academic year. Since budgets are not official until approved by the Board of Regents, the amounts allocated to individual clubs are not known until the Board acts, usually in early summer.

Monies left in a club's account at the end of a fiscal year are not credited to the club's account for the next year. Instead, they go into a special student services reserve which can be used to finance projects approved by the Student Congress. Monies generated by fund-raising events are an exception in that they may be carried over to the next year's budget. Clubs which, at the end of an academic/fiscal year, have unspent funds that were generated by fund raising activities must notify the Student Activities Coordinator of their desire to have these funds carried over.

Clubs and organizations may obtain copies of their budgets through the Office of the Dean of Student Development and Institutional Planning. It is the responsibility of each club's officers to maintain records of the club's expenditures and income, including budget transfers and charges against its accounts.

Purchase Requisitions and Budget Transfers initiated by student clubs, including the Student Congress, must have copies of the appropriate cover sheet and work sheet provided in the appendix of this Handbook attached to them. Additional copies of both forms are available from the Student Activities Coordinator. The cover sheet requires the signatures of

- (a) the president or treasurer of the club,
- (b) the club's faculty advisor,

- (c) the Student Activities Coordinator, and
- (d) the Dean of Student Development and Institutional Planning.

Budget Codes

Budget codes are a central part of the budget building and purchasing processes at Lee College. Budgets are developed by estimating the amounts of money needed in the various budget categories, and the expenditure of college funds requires the person wishing to purchase goods or services to specify the budget code applicable to the purchase.

It is the responsibility of the club's officers and advisor to ensure that there are sufficient funds in their club's account and that the funds are assigned to the proper budget code before initiating Purchase Requisitions. The Dean of Student Development and Institutional Planning reserves the right to determine which code a proposed expenditure should receive.

Listed below are the budget codes normally used by Lee College student organizations and an overview of the items which may be charged to each code.

Budget Code	Budget Category	Comments
114020	Classified Staff Part-Time Salaries	Used to pay tutors.
126100	Contractual Services	Used to pay speakers, performers, consultants.
131000	Office Supplies and Printing	Used to purchase office supplies and/or building materials (for booths, floats, etc.) for club use. May not be used to purchase clothing, party favors, door prizes, textbooks, school supplies, or food or drink.
132150	Telephone	Used to cover long-distance and other telephone charges.
143100	Travel	Used to pay for transportation, food, and lodging if the travel is related to a clubs' purpose. May also be used for conference registration fees and organizational dues.

138700	Discretionary Funds	May be used to purchase food, beverages, or clothing (T-shirts, hats, etc). Also used for travel not related to a club's purpose (travel to concerts, sporting events, or festivals), social events (parties, dances, banquets), or door prizes and trophies. May not be used to purchase alcoholic beverages.
TBA	Proceeds from Fund-Raising Activities	Unique budget codes will be assigned by the Dean of Financial Services. See "Fund Raising".

Budget Transfers and Discretionary Funds

Generally, a club's president or treasurer may transfer funds from one budget code to another. (See Appendix X for a copy of the Budget Transfer Form.) Discretionary funds are an exception; clubs may not transfer funds received from the college into the discretionary funds category without special approval from the Dean of Student Development and Institutional Planning. That is, funds may be transferred from Telephone to Travel or from Discretionary to Supplies, but generally not from Supplies to Discretionary. However, clubs may supplement their discretionary funds through fund raising activities. (See Section XII, Fund Raising.)

Discretionary funds are assigned to each club by the Dean of Financial Services when the clubs' budgets are created. At the start of each academic year, 15 percent of each club's total budget (salaries not included) will be allocated to discretionary funds. Clubs or organizations which require additional discretionary funds may petition the Dean of Student Development and Institutional Planning for permission to transfer other funds to this category.

XI. GUIDELINES FOR PURCHASING GOODS AND SERVICES

The Purchase Requisition is the preferred method of obtaining goods and services at Lee College. A Purchase Requisition may be prepared by an officer or the sponsor of a club or organization. Note however, that both Budget Transfers and Purchase Requests require the signatures of the club president or treasurer, the club advisor, the Student Activities Coordinator, and the Dean of

Student Development and Institutional Planning.

The only acceptable alternative to using a Purchase Requisition to obtain goods or services for student organizations is by using a credit card issued by the college. Student organizations which have legitimate reasons to use credit cards (e.g. certain travel expenses, purchasing small items for Spring Fling, etc) may file requests for cards through the Student Activities Coordinator.

When these requests are granted the cards are issued for specific purchases and specific periods of time. Further, purchases made with credit cards must be pre-approved by club advisors. In practice, advisor may approve the purchase of particular goods or services without knowing the exact cost of the items. For example, an advisor may approve the use of the credit card to purchase a list of items to be used at Spring Fling without knowing the actual cost of the items.

Please note that college credit cards may not be used to purchase personal items. Also note that the college will not reimburse individuals who use their personal funds to purchase goods or services for clubs or organizations.

Clubs should allow two weeks to process a Purchase Requisition. Requests should be submitted within seven working days if it is to be prepaid; five working days if a Purchase Order (PO) is acceptable.

Please use the Purchase Scratch Sheet (Appendix VI) when requesting the following:

- (1) goods and services
- (2) transportation (airfare)
- (3) contracted performers and speakers

The items on this form must be fully described, including quantity, description, model number, stock number, complete name and address, phone and/or FAX number, and other relevant ordering information. The social security number or tax ID number is required for contracted services. Lee College prefers to confirm orders, etc. via a purchase order number with payment following the receipt of goods or services. However, the Purchasing Department will assist in processing prepaid requests if the vendor or individual contracted requires prepayment. In this instance, please mark the Purchase Scratch Sheet prepaid.

The Purchase Request form (Appendix VII) should be used to request travel advances used to cover the following expenses:

- (1) personal mileage (The mileage rate is set by the college.)
- (2) public transportation

- (3) accommodations (hotel)
- (4) meals (The meals and per diem policy is set by the college.)
- 5) registration fees
- (6) miscellaneous expenses

When picking up merchandise or goods from local merchants, please obtain the purchase order number in advance. The sponsor or designated officer is responsible for confirming that funds are available prior to initiating a request.

NOTE: All purchases made in the name of Lee College must have the proper authorized approvals before the purchase can be made. The Board of Regents has designated the Purchasing Agent as the sole college employee authorized to make purchases on behalf of the Lee College District; therefore, the final approval in the routing of purchases requests is the Lee College Purchasing Agent. No individual may enter into a contractual agreement on behalf of the college.

Purchases that do not conform to the policies and procedures established by the Lee College Purchasing Department become the responsibility of the person making the purchase. Reimbursements cannot be made to individuals having made such purchases.

XII. TRAVEL

Student Eligibility to Travel at College Expense

Members of clubs and organizations are eligible to use funds allocated by the Student Congress and approved by their clubs for college-related travel if they have 2.25 or higher GPA's and are enrolled in 6 or more SCH of coursework.

Students who do not have cumulative Lee College GPA's (i.e. students who have not completed college-level coursework at Lee College) are eligible to travel at college expense if they meet the enrollment criteria (see above) and their instructors indicate that they have overall GPA's of 2.25 or higher.

Exceptions to the rule regarding enrollment in 6 or more SCH of coursework can be made during summer terms or periods when the college is not in session to allow persons who are either not currently enrolled, or enrolled in fewer than 6 SCH, to travel at college expense. These exceptions must be pre-approved by the Dean of Student Development and Institutional Planning.

Individual clubs may require their members to meet higher standards re GPA

or SCH for club sponsored travel. Students are responsible for informing their club sponsors of changes in their course loads or GPA's which make them ineligible to travel. Club sponsors are responsible for verifying students' eligibility to travel prior to each trip.

Limitations on Student Travel at College Expense

Individual students may not receive more than \$750 per academic year for travel from funds allocated by the Student Congress.

- In this usage, "...travel at college expense" applies only to funds generated by Student Fees and allocated to students or clubs by the Student Congress. Funds allocated for student travel from other sources (e.g. field trips underwritten by instructional departments) are not included in the limit described here.
- Travel expenses may include transportation, lodging, meals, and registration fees. The limits on the amounts that can be charged to the college for meals and lodging and the policies regarding receipts are established by college policy. Students will be subject to the same limits and policies as college employees.
- The college's policy is to reimburse legitimate travel expenses incurred by persons who must travel to conduct college business. Persons who travel are expected to keep receipts for the expenses that they incur and submit them with the college forms used to document travel expenses. In the event that persons who travel are not able to produce receipts, the reimbursement that they may receive will not exceed the per-diem rates established by the college for meals. Note that the college does not have a per diem for lodging or incidental expenses.
- The limit on travel funds applies to students who are members of more than one club or organization. That is, a student who receives \$500 for travel from one club or organization may not receive more than \$250 from another club.
- The limit does not include funds that are generated by fund-raising activities. Indeed, clubs are encouraged to supplement the travel funds made available to them by the Student Congress with fund raising activities.
- Funds used for travel by Student Congress officers to attend the orientation meetings for new officers are not included in the

computation of the maximum allowed individual students.

- Funds used by PTK officers to attend the fall leadership conference are not included in the computation of the maximum allowed individual students.
- Students who travel at college expense are expected to maintain records of the travel expenses charged to accounts controlled by the Student Congress and will be held responsible for travel expenses that exceed the \$750 maximum established by the college.
- The policy described here is meant to establish the maximum funding that individual students may receive for travel from accounts controlled by the Student Congress. It does not imply that all students who travel at college expense are entitled to this amount nor does it limit the authority of the Student Congress or individual clubs to determine if proposals which include travel are appropriate and worthwhile.

Advisors' Responsibility Concerning Club Trips

Advisors are expected to accompany their clubs on all trips which are recognized or sponsored (in whole or part) by the college, especially if the trip requires overnight lodging. However, the college recognizes circumstances when advisors may be unavailable or unnecessary. These and other travel issues are discussed below.

- Advisors are responsible for having students sign the Release of Liability and Travel Eligibility Form (Appendix VIII) prior to travel and give copies to the Student Activities Coordinator. Advisors may not allow students to travel without this signed release form.
- If a club advisor is unable to travel with a club, a substitute advisor may accompany the club on a trip. The substitute must be an employee of the college and must be approved by the Dean of Student Development and Institutional Planning.
- Clubs or organizations which wish to travel without an advisor must obtain the approval of their club's advisor and Dean of Student Development and Institutional Planning prior to the trip. Clubs or groups which travel without advisors may not use college vehicles.
- A club's advisor (or substitute advisor) may set special guidelines or rules of behavior for students who travel, either with or without an advisor. If

such rules are adopted, a written copy of the rules should be distributed to each student prior to the trip. Students who fail to abide by these guidelines are subject to college disciplinary procedures.

- Club advisors are responsible for verifying the eligibility to travel of students who plan to travel prior to each trip.

Absences due to Approved Travel

- Students representing Lee College and/or participating in a Lee College sponsored activity must provide their instructors with a written explanation and dates for the absence, signed by the appropriate sponsor, at least one week prior to the planned absence. Sponsored activities include trips or events officially funded by the college.

Students are responsible for assignments and materials missed when absent and are also responsible for examinations and assignments due upon their return.

- Faculty members who serve as club sponsors are encouraged to find substitutes or make suitable assignments for the classes they miss because of travel.
- Sponsors who are not faculty members must obtain their supervisors' approval prior to missing work because of club travel. Classified employees may not claim overtime or comp-time for time spent in club meetings, activities, or travel.

Use of Lee College Vehicles

Listed below are the guidelines for the use of college-owned vehicles. Questions regarding these guidelines should be addressed to the Dean of Administrative Services.

- All vehicles used in off-campus activities will be under the supervision of a designated faculty or administrative staff member who shall be considered the person responsible for the vehicle. This person shall accompany the vehicle whenever it is in use and, when possible, serve as its driver.
- Persons who drive Lee College vehicles must be pre-approved by the

college's insurance carrier. This approval must be secured through the college's Purchasing Agent and requires ten days to complete. Consequently, clubs should submit the names and Texas Drivers' License numbers of prospective drivers to the Purchasing agent at least ten days prior to each trip.

- In the event of an accident, the person responsible for the vehicle shall file a written report regarding the details and circumstances of the accident upon his/her return to campus. This report must be filed with the appropriate chairperson, supervisor, or dean and copies sent to the maintenance supervisor and the Purchasing Agent.
- In the event of an accident or breakdown while in a Lee College vehicle, the person responsible for the vehicle should refer to the instructions posted in the visor of the vehicle. Lee College Security (425-6888) should be notified as soon as possible.
- In vehicles equipped with seat belts, the belts must be worn at all times that the vehicle is in operation. This applies to all occupants of the vehicle.
- Vehicles should be free of trash and personal articles when they are returned. Clubs and organizations which use college vehicles are responsible for ensuring that trash and personal articles are removed from them.
- Alcoholic beverages, intoxicants, or illegal drugs may not be transported in college owned vehicles.
- A cellular telephone is available for use in college-owned vehicles. Questions about these telephones should be addressed to the college's Purchasing Agent.

Off Campus Consumption of Alcohol

The Lee College policy regarding alcohol and substance abuse, which is contained in the appendix of the Lee College Catalog, explicitly prohibits the use or possession of alcoholic beverages on property owned, operated, or controlled by the college. The policy also prohibits minors who are under the influence of alcohol or other intoxicants, or adults who are intoxicated or under the influence of illegal intoxicants, from appearing on college premises or at college-sponsored events, functions, or activities.

- By extension, this policy applies to meeting rooms, convention facilities, hospitality suites, pavilions, hotel rooms, etc., which are operated, leased, or controlled by the college and to vehicles owned, operated, leased, or controlled by the college.
- Students who violate state or local laws regarding the use of alcohol, including underage consumption or possession of alcoholic beverages, consumption of alcohol in areas where it is prohibited, and public intoxication while on approved college trips are subject to legal action. If it is determined that the offense occurred while the student was representing the college, disciplinary action will be taken by the college.
- It is unlawful for adults to purchase alcohol for minors. Adult students who purchase alcohol for the consumption of their classmates who are not of legal age while on an official trip are subject to both legal action and college disciplinary action.

Lee College does not permit or condone the use of alcoholic beverages and assumes no liability for such.

XIII. FUND RAISING

Student clubs and organizations are encouraged to engage in fund raising projects for professional development and to contribute to the community. The following guidelines apply to fund raising activities by recognized clubs and organizations.

- All fund raising activities must be approved by the Dean of Student Development and Institutional Planning. Proposals for fund raisers may be submitted to the dean in the form of a letter or memo. Proposals must describe the purpose for which the funds are being raised, the activities planned by the club or organization, a system or procedure for accounting for the money that is raised, and the names of the individuals who will be responsible for handling funds. Gambling in any form, including raffles, is prohibited. However, student congress may conduct raffles with the President's approval. Approved fundraisers must be in accordance with Texas law.
- The Dean of Financial Services maintains an account which can be used as "seed money" by clubs or organizations planning fund-raising events. Clubs or organizations which are planning fund-raising activities requiring special materials, advertising, or other services may apply for

funds from this account. The account will be reimbursed from the proceeds of the fund-raising activity. Questions regarding the procedures used to apply for these funds should be directed to the Dean of Financial Services.

- When raising funds, clubs and organizations must state or make clear to potential contributors the intended use of the monies they hope to raise. Monies raised through these efforts may be used for scholarships, charities, funds for needy families, or social events, such as parties, sporting events, festivals, or concerts.
- Funds must be deposited into a designated account within the club's budget through the Business Office. The budget code to which the funds are assigned will be determined by the declared purpose for which the funds were raised. Clubs may not open or maintain bank accounts for any purpose.
- The expenditure of funds generated by fund-raising activities utilizes the same processes and requires the same approvals as other funds allocated to clubs and organizations.
- Clubs are encouraged to raise funds for scholarships and to develop criteria for awarding them. For example, a club may establish a scholarship and specify that it must be awarded to students who meet specific criteria regarding financial need, major, and/or GPA. However, decisions regarding which students will receive the scholarship must be made by the Lee College Scholarship Committee or some other group approved by the Dean of Student Services and Institutional Planning.

XIV. OFFICE SPACE FOR CLUBS

Some office space is available in the Student Activities Center for the use of clubs and organizations. This space, which normally serves four or five clubs, is assigned to clubs on a yearly basis, from August 1 to July 31.

Each April, the Student Congress solicits letters from clubs and organizations which desire office space. The letters give clubs the opportunity to state why they should be awarded space. Student Congress bases its recommendation regarding office space for clubs on the following criteria:

1. participation in campus activities,
2. contributions to the community,

3. number of current active members.

The San Jacinto Methodist Hospital Room in the Student Center is an exception to this rule as the room was made possible by a gift from the hospital. It is reserved for the use of student organizations that are associated with the college's Allied Health programs.

Student Congress's recommendation regarding the space is forwarded to the Dean of Student Development and Institutional Planning. The clubs which are to share the space are announced by the dean prior to the last class-day of the spring semester.

Clubs which "lose" their space through this process must clean and vacate their offices and/or desks before August 1. Clubs which are granted space for the first time may take up residency after this date.

XV. LEE COLLEGE POLICIES REGARDING STUDENT CONDUCT AND STUDENT DISCIPLINE

Attendance at Lee College is a privilege based on students meeting certain academic requirements and conforming to college regulations. The college's policies regarding student conduct are included in the Lee College Catalog. These policies are applicable on-campus and at off-campus activities sponsored by the college or by student organizations recognized by the college.

- Students who violate college policies concerning student behavior, whether on-campus or at off-campus activities or events are subject to disciplinary action by the college.
- Students who violate policies established for particular club activities, events, or trips are subject to disciplinary action by the college. Such policies may be established by club sponsors prior the event or trip.
- Student organizations are expected to take reasonable precautions to prevent violations of college policies and to assist the college in preventing them.

The Dean of Student Development and Institutional Planning has primary responsibility for administering the college's policies regarding student discipline.

The Dean of Student Development is also responsible for administering the

college's policies regarding student organizations. Thus, if college policies are violated at a club sponsored event or trip and the dean determines that the club did not take reasonable precautions to prevent the violations, he/she may suspend the college's recognition of the club and bar its officers and/or members from participating in other clubs or club activities.

Lee College does not discriminate on the basis of sex, handicap, race, creed, color, age, or national origin in its educational programs, activities, or employment as required by Title IX, Section 504, and Title VI.

APPENDICES:

- I. Club and Organization Request Form
- II. Officer and Membership Roster
- III. Prospective Membership Application
- IV. Prospective Officer Eligibility Form
- V. Annual Report Form
- VI. Budget Application
- VII. Purchase Request Scratch Sheet
- VIII. Release of Liability and Travel Eligibility Form
- IX. Budget Amendment Form

Note: The forms listed in this appendix are available from the Student Activities Coordinator. Or, alternatively, portions of the appendix can be copied to produce the forms needed.

Appendix I

CLUB AND ORGANIZATION REQUEST FORM

Date

1. The purpose of this organization will be:

2. The prospective membership will be:

3. The tentative membership will be:

4. The tentative plans of procedure will be:

5. The organization will be financed by:

Please attach a copy of the proposed club constitution, or general outline of the organization.

THIS REQUEST IS SUBMITTED BY: _____

Appendix III

PROSPECTIVE MEMBERSHIP FORM

ACADEMIC YEAR: _____

NAME OF CLUB OR ORGANIZATION:	ADVISOR:
CLUB REPRESENTATIVE:	OFFICE:

This is to certify that at least 7 individuals have the intent to participate in this club/organization for the upcoming academic year.

NAME	SOCIAL SECURITY NO.
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Club Representative
Signature

Advisor
Signature

Date

Appendix IV

PROSPECTIVE OFFICER ELIGIBILITY FORM

ACADEMIC YEAR: _____

NAME OF CLUB OR ORGANIZATION:	ADVISOR:	DATE:
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Students seeking office:

NAME	SOC. SEC. NO.	GPA	OFFICE SOUGHT

This is to certify that I have verified the eligibility of the students listed above.

Advisor's Signature

Date

Appendix V

ANNUAL REPORT Academic Year

Service to Lee College and Community:

Special Projects and Events:

Accomplishments/Recognition:

Fund Raisers (when, why, how much raised,etc.):

Additional Comments:

Advisor

Club Representative

BUDGET APPLICATION

Academic Year _____

NAME OF CLUB OR ORGANIZATION:	ADVISOR:
CLUB REPRESENTATIVE:	OFFICE:

ACCOUNT NO: _____

11-4020 Classified Staff/Part-time \$ _____ (ACE only/Tutor)

126100 Contractual Services (Speakers/Performers) \$ _____

131000 Supplies/Printing (Description of supplies) \$ _____

132150 Telephone (if applicable) \$ _____

143100 Travel (Purpose) \$ _____

TOTAL AMOUNT REQUESTED \$ _____

STATEMENT OF TRAVEL EXPENSE

Lee College Financial Services

REQUESTOR _____ DEPARTMENT ID _____

DESTINATION _____

TRAVEL DATE _____

EXPENSES - PAID FOR BY:

CASH

Lee College
MASTERCARD

Personal Car _____ miles @.28 per mile

Public Transportation

Accommodations

Meals

Breakfast (must leave by 6 am) \$6.00

Lunch (must leave by 11 am) \$8.00

Dinner (detained past 7 pm) \$12.00

Other Expenses

TOTAL CASH EXPENSES

TOTAL MASTERCARD EXPENSES

Advanced Received (Chk# _____ Date _____)

Amount Due Requestor

Amount Returned (Recpt# _____ Date _____)

Signatures *(Required upon completion of travel)*

Requestor

Date

Appropriate Dean

Date

Department Chair
Date

Date

Financial Services

RECEIPTS REQUIRED – Attached "cash" receipts to this form
MasterCard receipts should be attached to your cardholder report.

BUDGET AMENDMENT

Date: _____

Form should be signed in the following order:

1. Requestor (ie, Division Chair, Department Head, Director, Club Advisor)
2. Approving Dean
3. President
4. Dean of Financial Services

Communication of this amendment to all affected parties is the responsibility of the approving Dean or Dean's designee.

<u>Account</u>	<u>Fund</u>	<u>Department</u>	<u>Description</u>	<u>Addition</u>	<u>Reduction</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Justification for amendment: _____

Requested By: _____ (Usual Signature)	Recommend Approval: _____ Signature (Appropriate Dean)
---	--

Approval should be granted _____	_____
	Signature (President)

Approval should not be granted _____	_____
	Date

Budgeted funds are available for transfer as requested.

Approved _____	_____
	Dean of Financial Services

Not Approved _____	_____
	Date

Budget Amendments
And
Purchase Requests Cover Sheet

Signatures Needed

Club Officer: _____

Club Advisor: _____

Student Activities
Coordinator: _____

CALENDAR OF REPORTING DATES

REPORT	OFFICE	DATE
Officer and Membership Roster (Appendix II)	Student Activities Coordinator	September 30
Prospective Membership Application (Appendix III)	Student Congress	April
Budget Application (Appendix VI)	Student Congress	April
Prospective Officer Eligibility Form (Appendix IV)	Student Activities Coordinator	April or before election
Annual Report (Appendix V)	Student Activities Coordinator	May 1
Release of Liability and Travel Eligibility (Appendix IX)	Student Activities Coordinator	2 days prior to departure
Posting Information to Student Transcript	Dean of Student Development and Institutional Planning	as needed
Club and Organization Request Form (Appendix I)	Dean of Student Development and Institutional Planning	as needed



EMERGENCY INFORMATION FOR COLLEGE ACTIVITY

Required for all attendees of trip

Participant's Name: _____

Address: _____ People Soft ID: _____

E-Mail: _____ Or SS#: _____

Emergency Contact:

Name: _____ Relationship: _____

Home Phone: _____ Work Phone: _____

E-mail: _____ Cell Phone: _____

Pager: _____

Physician/Clinic/HMO:

Name: _____

Phone: _____

Health Insurance Information [or attach copy (front and back) of insurance card]:

Company: _____ Phone Number: _____

Policy Number: _____ Group Number: _____

Name of Insured: _____

Special health conditions, medical alert, allergies, contact lens wearer, etc.:

If driving my personal vehicle, I understand that I am liable for all damages and injuries incurred by any and all occupants of my vehicle. _____

I have read, understand, and agree to abide by the "Lee College Policies Regarding Student Conduct" as outlined on pages 131-132 if the 2004-2005 Lee College catalog. _____

In case of accident or emergency where I am incapable of making medical decisions, I release my care to the sponsor in charge.

Signature: _____

Print Name: _____

Signature of Parent or Guardian (if minor): _____

Print Name: _____

Copies (include with travel request form):

Dean's Office

Security

Sponsor (Original Copy)

Division Office