



**Western Nevada College**

Carson City • Douglas • Fallon • Fernley • Hawthorne • Lovelock • Smith • Yerington



**Associated Students  
of Western Nevada**

## **WNC Club and Organization Manual**

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## Section I

### **I. Philosophy and Purpose of Student Clubs and Organizations**

It has been recognized by colleges and universities across the nation that not all important learning takes place in the classroom. Learning just as relevant to the student's academic, vocational and personal development takes place outside the classroom on the athletic field, in the music room and planning and implementing a club activity or program. Participation in student clubs and organizations fosters organizational, communication, interpersonal, critical thinking, planning, budgeting, conflict resolution and evaluation skills, just to name a few. The reason clubs and organizations exist at Western Nevada College is to support and foster a student's academic and personal growth and development, both inside and outside the classroom, through involvement, commitment and personal discovery.

The purpose of a student club or organization at WNC is to give students the opportunity to combine components of their academic learning, social lives, and personal interests and put them into action. In clubs and organizations students have opportunities to test their skills and abilities in "real world" situations; interacting with faculty, staff, other students and the local community.

#### **Ia. Objective of Student Clubs and Organizations**

Students work together to set goals, develop action plans for achieving those goals, implement those plans and develop and maintain working relationships with others throughout the process. In such situations students address real challenges and solve real problems. Through their participation in such organizations students learn to apply the skills and responsibilities of leadership. They learn how to motivate themselves and others, to use and balance their talents and to become involved in their community.

#### **Ib. Benefit of Being a Student Club or Organization**

##### **Benefit to the Student**

- Develop leadership skills including: communication, problem solving, goal setting, planning, budgeting, interpersonal skills, conflict mediation, decision making, time management and others
- Apply the knowledge and skills learned in the classroom
- Learn to work as part of a team and contribute to group effort
- Learn to work with people from diverse backgrounds
- Enhance self-esteem
- Meet and become better acquainted with community members
- Become better acquainted with, and more appreciative of instructors, advisors, and other students

### **Benefit to the Advisor/Faculty Member**

- Better know and understand students and their individual and collective circumstances
- See students successfully apply skills learned in the classroom
- Give students, the school program, and the instructors more recognition for a job well done in the classroom
- Positive reinforcement regarding one's role as an instructor
- Meet and work with community leaders in planning student organization programs
- Motivate and challenge students
- Meet and interact with other instructors and professional staff involved in similar activities in both a professional and social manner
- Have fun and meet other students

### **Benefits to Western Nevada College**

- Positive and effective direct communication with community members
- Positive public relations with community fostered through student organization programs
- Students become knowledgeable and effective members of community organizations and college committees and task forces
- Opportunities for students to be recognized for achievement and commitment
- Involvement of community members in college programs

## Section II

### **II. Types of Clubs and Organizations**

There are 4 types of student clubs offered at WNC

#### **Academic Focus**

These clubs have a focus on a specific academic program or major. Students participate in these clubs or organizations in order to gain additional experience in their academic / vocational field by combining both classroom and out of class experiences and programs. It is common for the advisor of such a club or organization to be an instructor in the particular academic field.

Examples of such clubs or organizations include: French club, Spanish club, science club, nursing club, marketing club, welding club, business club, early childhood education club, Phi Theta Kappa club, environmental club, etc.

#### **Special Interest Focus**

Students become involved based upon a common interest and wish to be around other's who share the same interest. Often the advisor of this type of club has a similar interest. Examples of such clubs or organizations include: ski club, auto club, martial arts club, travel club, chess club, video games club, Christian club, Latino club, etc.

#### **Special Project Focus**

Sometimes these are similar to clubs or organizations with a special interest focus. Yet, these clubs or organizations provide students with expanded leadership experience and involvement. Again, often the advisor of this type of club has a similar interest. Examples of such clubs or organizations include: Republican club, Democratic club, Habitat for Humanity club, gay students organization, etc.

#### **Sports Club**

This type of student organization consists of students who have a particular interest in an athletic sport and wish to compete against other colleges, and community sports teams, but not at the intercollegiate level. The advisor of a sport club usually acts in the dual role of advisor and coach. Examples of sport clubs might include: soccer club, tennis club, swim club, etc. Often a club or organization may take on functions of several categories listed above. These categories are not mutually exclusive, but are presented only to assist in clarification and recognition of the motivations that bring students together to form clubs or organizations.

## Section III

### **III. Purpose of the Club/Organization's Advisor**

The advisor's role will be discussed throughout this manual. Research suggests that the success or failure of most student clubs or organizations is directly related to the involvement of a professional staff member acting as an advisor. Those clubs or organizations with an active and committed advisor consistently are more effective in recruiting students, retaining students, implementing and completing projects and activities, and receiving positive recognition from the college and the community.

Advisors provide the continuity from year to year for a student club or organization, which is especially important in a two year college where club or organization student leaders may only be involved for one year, or two years at the most. The advisor is the repository of club and organization physical records, understands the club's finances and is keeper of the organization's history and traditions. The advisor provides direction regarding college policies, behavioral expectations, community involvement and effective club operations. An effective advisor teaches student's leadership skills and helps newer members develop the skills necessary to move into the club's leadership positions in subsequent years. Of course the club or organization is run by the students, for the students. The advisor walks a balanced path between providing direction and stepping back and observing. Suggestions on successful advising are provided throughout this document. It is important to recognize that the advisor's role is critical in the success of a student club or organization.

## Section IV

### **IV. Role of Student Life Office**

The Student Life Office is the resource center for all student clubs and organizations. This office is the repository of club constitutions, keeps the club financial records, provides guidance for clubs and organizations planning activities and programs. All college policies and procedures regarding student clubs and organizations are interpreted and administered through this office. The office is always ready to provide help and support to clubs and organizations. Likewise, all problems associated with student clubs and organizations should be referred to this office for review and resolution. The Student Life Office provides support for club advisors, acting you might say as, advisor to the advisor. Advisor training, support and consultation are available through this office at any time.

## Section V

### **V. Role of ASWN Student Governing Board**

All student clubs and organizations must apply for charter recognition through the Associated Students of Western Nevada governing board (ASWN) of the college. Each club or organization must present the request form to start a club and have a constitution which outlines the purpose and governing procedures for the organization approved by ASWN. Student clubs and organizations are extensions of the associated student government of the college and the ASWN is the governing board of the associated students. Thus, the ASWN is the body that approves and revokes student club and organization charters. Also, the ASWN is the first place where student clubs and organizations may present special funding requests for ASWN money, over and above the club's own financial account, for special projects or programs. The procedures for applying for charter recognition are outlined in detail later in this manual.

## Section VI

### **VI. Role of Western Nevada College**

The college has ultimate responsibility for the operation of student clubs and organizations. To that end the board of regents has developed and implemented policies. They have delegated to the Dean of Student Services and the Student Life Office the authority and responsibility of developing and implementing procedures and regulations to assure for the smooth operation of student clubs and organizations.

The foundation of the development and implementation of all policies and procedures includes the following elements:

- Fair and impartial treatment for all students, advisors, employees, the college and the local community
- Student learning and development is a priority
- Safety is if the highest concern and should not be compromised
- Students should be engaged and involved at their appropriate developmental level

To that end, policies and procedures are developed and implemented to provide for guidance, consistency and support of student club and organization activity. The Student Life Office in conjunction with the Dean of Student Services are responsible for implementation of these policies in most instances and is responsible for the review and revision of these policies and procedures should such revision be warranted.

Also, there are many college policies and regulations which do not directly reference student club and organization operation, which still pertain to all entities of the of the college, including student clubs and organizations. These policies and regulations include, but are not limited to: student rights and responsibilities, student conduct code, harassment, safety and security, financial management, travel, employment, free speech, etc. If questions arise regarding any club or organization activity concerning college policy, procedure or regulation, consult with the Student Life Office for assistance and direction.

## Section VII

### **VII. How to Start a Club or Organization**

If you think you have the drive and the leadership skills to get your group off the ground then you're ready to start the process. Becoming an officially recognized student organization at Western Nevada College (WNC) is easy. The first thing you should do is obtain the packet of information entitled "Club Starter Kit" from the Student Life Office in the Dini Student Center or on – line at <http://www.wnc.edu/clubs/>. This packet has all of the information and guidelines you will need to start your club or organization. In addition, the staff in the Student Life Office will be able to help you and answer any questions you might have. The following five steps will help you start your club/organization. Each step will be detailed for your assistance.

- Hold an informal meeting with interested students to determine the club's purposes and objectives.
- Complete a Club/Charter form.
- Create a constitution.
- Identify and successfully recruit a full or part time staff member (employed by WNC) to represent your club as the advisor.
- Present your proposed club/organization for approval by ASWN with the preceding parts completed.

#### **Holding an Informal Meeting**

Hold a meeting with your peers to determine some core goals and guidelines for your club. Some goals might be for example, to educate WNC students, faculty and staff about Latino student's issues and topics. Guidelines might include maintaining a 2.5 grade average to remain a member. Remember to invite potential advisors to the meeting. They will be interested in what you have to say and will want to participate in the creation of a new club/organization. Advisors are making a commitment to assist and guide your organization through the politics of running a club or organization. They are not there to do it for you. Ask your advisor to commit to a mutual standard of activity.

#### **Developing a Constitution**

Don't worry; writing a club constitution is easier than you think. Why do you need a constitution? All organizations need to establish procedures in order to conduct business effectively. A constitution is a way to establish these procedures. The constitution sets forth the principles that an organization is built upon. A constitution presents guidelines for your membership requirements and officer responsibilities. It establishes basic principles for future years that are not likely to change.

Constitutions need to be typed in a word processing document for easy editing and updates. Computers are available in the Dini Student Center, ASWN office for this purpose. A format and sample constitution is provided in the "Club Starter Kit", packet which you can obtain at the Dini Student Center or on-line at <http://www.wnc.edu/clubs/> .

The constitution will be presented to ASWN Governing Board for evaluation and action. Contact the ASWN President to submit the club packet for the board (mailbox in the ASWN office, Dini Student Center) to accomplish this task. At the ASWN Governing Board meeting club/organizations constitutions are considered by the executives and senators. It is vital that the club/organization of interest provide a representative to answer any questions the governing board may have.

### **Identifying an Advisor**

Identify and successfully recruit a full or part-time staff member employed by WNC to represent the club/organization as the advisor. This is an important part of starting a club and requires some effort and energy. First you have to find individuals who are interested in your organization. Second you need your potential advisor to be able to commit to your club/organization regarding their time and energy in helping the club develop, attending club meetings and events, meeting with club officers, working with the Student Life Office, etc.

The key to finding a good advisor is to find someone with a sincere interest and passion about what your club or organization is about. An advisor with a true interest and commitment to your club's mission or purpose will be willing to put in the time and effort.

In some circumstances WNC student clubs have had co-advisors who were NOT college employees. There are many reasons the college requires that the advisor of a student club or organization is a college employee. Some are obvious, such as knowing how the college operates, understanding college students, minimizing the liability of the college and the club, etc. However, it is possible for a person who is NOT an employee of WNC to be a co-advisor for a student club or organization. Some benefits of a co advisor of this type include experience working in the real world in a career field that is the focus of the club or organization, expertise over and above the WNC advisor for the club, etc.

All clubs and organizations MUST have an WNC employee as their "advisor of record" and hopefully that advisor is active with the organization. If the club wishes to have a co-advisor who is not an employee of the college, the club must present their request to the Coordinator of Student Life for review and approval.

In the "Club Starter Kit" packet is the "Advisor Agreement" form that the potential advisor will sign to make a commitment to advise the club.

### **Recruiting Club Members**

Recruiting new members is easy. If they meet the criteria for membership in the club/organization then they are eligible. In order to get their attention you need to advertise. To keep their interest, show them the many benefits of joining your club/organization. You must give them something to strive for which directly benefits them. Work with your advisor and the Student Life Office in developing a promotional effort to recruit members for your club.

### **Suggestions for recruiting new club members**

- Personal, one-on-one interaction with perspective student members (most effective)
- Flyers, posters, handouts and table tents
- Announcements in the E – Happenings WNC Marketing Department
- Announcements on the Student Center TV
- Brief presentations in classes (with instructor’s permission)
- Brief presentations in public areas during the lunch hour (Lifted Cafe, Bristlecone Lobby, the Student Center etc.)
- Informational meetings (well advertised of course)
- Announcements at the ASWN governing board and programming board meetings, and other student club and organization meetings.

### **Prepare and Present Club or Organization to ASWN Governing Board**

When you are ready to present your club or organization to ASWN for as a charter you will need to make sure the following items are in place.

- Completed constitution
- GPA and class schedules for at least 5 student members **MUST** be verified through the Office of Student Life prior to club becoming chartered;
- Have a faculty advisor on board
- Completed the “club starter kit” forms w/ the constitution ready to present

It is important that you complete all of the requirements before submission. The Office of Student Life review is designed to assist you in developing and completing an effective constitution. If the constitution is not complete, or if there are any concerns, the Office of Student Life will provide you with feedback and return the constitution to you for revision and resubmission. When the office finally approves your constitution, it will be forwarded to the ASWN Governing Board for review and ratification.

Usually at this point all of the concerns and technical problems have been resolved through the Student Life review. However it is possible that the ASWN may have questions about your constitution, or require some revisions. When the constitution is ratified by the ASWN Governing Board, your club/organization is an official WNC student club/organization and can begin operations with all the benefits available to an officially recognized student club/organization.

## Section VIII

### **VIII. Setting up a Club or Organization**

#### **Organizational Structure**

The organizational structure of student clubs and organizations may vary slightly depending on their nature or purpose. Usually a club/organization will have a specific chain of authority and responsibility. A list of possible (but not required) club officer positions is provided below:

- President or Chairperson
- Vice-President
- Secretary
- Treasurer
- Publicity Officer
- Historian
- Activities / Events Coordinator
- Membership Coordinator
- Others????

#### **Duties of Officers**

The nomination and election of officers is an important process. Elected officers form an executive committee and under the guidance of the advisor should assume the leadership of the organization. Since many members may not be aware of the duties of each officer, it is important to conduct a brief session outlining those duties prior to the nomination/election process. In this way, students will understand exactly what their roles will be should they be elected to office. It is also important that all students understand that the most essential qualities for any officer are enthusiasm, interest and a willingness to devote the time necessary to make the organization a success.

#### **A brief outline of officers' duties follows:**

**President:** Calls and presides as chairperson over all meetings, prepares agendas, designates committees.

**Vice President:** Serves as chairperson in the absence of the president or when the president wishes to speak from his/her personal position. The Vice President acts as the committee coordinator, assists the president in promoting organizational activities.

**Secretary:** Records minutes of all meetings, places items on agenda, acts as committee coordinator, and assists the President in promoting organization activities.

**Treasurer:** Accounts for organization funds, collects dues, pays bills, records all financial information, makes financial reports at each meeting.

**Publicity Officer:** Gathers and classifies organization news, prepares news articles for publication or broadcast, sends reports of organization activities to the state and/or national organizations.

**Historian:** Maintains organization scrapbook, assists in maintaining organization bulletin board.

**Activities / Events Coordinator:** Coordinates special club activities, such as: club social gathering, club sponsored speaker on campus, club field trip, etc.

**Membership Coordinator:** Coordinates all efforts to recruit and maintain club membership.

After an election it is essential to hold a special orientation session for newly elected officers to acquaint them with their new duties in detail. The Student Life Office can assist you in conducting this orientation and training session.

### **Role of Committees**

Committees are small groups assigned to carry out one or more tasks. Some of the major areas of concern for committees are special projects, public relations, social and recreational events, community service, and electoral committees. Committees are the means by which organization activities are accomplished, and a well-organized committee made up of willing members can perform remarkable tasks. The executive committee needs to determine which committees are initially needed as standing committees. Consult your advisor whenever making a committee.

At the first standing committee meeting, a recorder should be selected who will provide the organizations secretary with a list of committee members and submit the report on committee activities at organization meetings. Remember that a committee should:

- Provide an opportunity for each member to participate.
- Outline the responsibilities of each member.
- Discuss overall aims and objectives.
- Work as a team.
- Meet regularly and follow an agenda.
- Report periodically to the vice-president, who serves as committee coordinator.

There are two kinds of committees. They are Standing and Special or Ad Hoc Committees.

### **Standing Committees**

Standing committees are usually appointed for the entire year and are concerned with ongoing organization business. Examples of standing committees include the executive committee, special projects committee, and budget and finance committee.

### **Special or Ad Hoc Committees**

Special or Ad Hoc Committees are appointed to address a specific short-term problem. They are formed to deal rapidly with current issues. After a special committee has acted on an issue it is immediately dissolved or discontinued.

## Section IX

### **IX. Advisors**

Club/organization advisor responsibilities vary with the activity of the club/organization. You may want to interview potential advisors to acquire the most suitable for your club. Remember that advisors can be nearly as influential on a club and its success as the students themselves. The following outlines the core responsibilities of the advisor. These standards are only a starting point. The club/organization should work with potential advisors in determining mutual standards of participation.

#### **The Advisor's Role:**

- Responsible for club activities, programs, and personnel, seeing that programs conform to the educational purposes of the college.
- Attends club functions and programs as required, to supervise and maintain college standards of behavior, use of facilities and equipment, etc.
- Provides counsel to members of the club so that academic standing of members is maintained.
- Assists in planning, supervising, and evaluation efforts of the club to provide meaningful social, cultural, and recreational opportunities that fit within the club purpose.
- Promotes dialogue between club membership, college administration, student body, the college community and the local community.
- Approves financial transactions for club/organization.

The advisor is a critical component of the success of any student club/organization. As important as it is to find the right advisor, it is just as important to work closely with the advisor to make the club an enjoyable and meaningful experience for the advisor as well. Keeping an advisor interested and committed to the club requires close communication and trust between club leaders, members and the advisor.

## Section X

### **X. Running an Effective Club or Organization**

#### **Electing Officers/Club Officer Positions**

The number of officers varies from organization to organization, but usually includes a president, vice-president, secretary, and treasurer. Many organizations have publicity officers, historians, and activities coordinators. Elected officers form an executive committee, and under the guidance of the advisor should assume responsibility of the club/organization. Since many members may not be aware of the duties of each officer, it is important to conduct a brief session outlining those duties prior to the nomination/election process. Students will understand their roles better when elected to office. It is important that all the students understand that the most essential qualities for any officer are enthusiasm, interest, and willingness to spend extra time to make the club/organization a success.

Descriptions of various club officer positions are provided in the previous section of this manual.

#### **Nomination and Election of Officers**

The nomination process of officers is simple and important. The following points may be helpful.

- Discuss leadership qualities and demands of each officer position. Potential leaders should recognize the enormous responsibilities they are about to undertake.
- The president might appoint a student nomination committee. Members may also volunteer to run for office positions. Be sure nominees agree to be on the ballot.
- Involve your advisor, he/she will have insights on proper procedures and ensure a smooth and fair election process.

#### **Updating Club Information**

Every academic term each club will submit club update form <http://www.wnc.edu/clubs/resources.php> which provides summary information to the Student Life Office regarding the status of the club. This form updates the roster of club officers, summarizes activities and events that the club has done during the past term, etc. This is an important process in that it allows the Student Life Office to document the effectiveness and positive impact of student clubs and organizations on students and the college.

## Section XI

### **XI. Running Effective Meetings**

#### **Purpose of Meetings**

Meetings are held to coordinate and sustain activity within the club/organization. Productive meetings happen to be associated with organized clubs. Everyone is busy. To make everyone's time and experience the most positive try to follow some of these suggestions.

- Prior to the meeting let members know when, where, & how long the meeting will be.
- Define the goals of the meeting clearly for everyone.
- Have the secretary prepare an agenda and have the necessary supplies handy.
- Be prepared to assign and accept tasks as delegated by the club.
- Begin on time!
- Define objectives of the meeting.
- Encourage brief discussion and be creative.
- Clarify decisions made so that everyone understands.
- Delegate responsibilities accordingly and be clear when establishing deadlines.
- Be prepared, effective, and supportive.

#### **Scheduling Meetings**

Club meetings are more successful when they are scheduled for the entire term. Scheduling the meetings at the same location and time will help all members attend consistently. Work with the Student Life Office to schedule a regular meeting time and place in the Dini Student Center, or with the WNC's facilities scheduling office to schedule a regular meeting time and place in a facility elsewhere on campus. Get your meetings scheduled at the beginning of each academic term and then publicize them to all student members, as well as to the college student population in general, so new students interested in your club will know where to find your meetings.

Do not overburden members with many meetings. Make sure your meetings are effective and organized. By being punctual, dependable, and organized your chances of having productive meetings will compensate for fewer of them. Everyone will be happier.

#### **Meeting Etiquette**

The following list will provide some standards you will want to maintain in your meetings. They will ensure everyone will benefit from a fruitful and rewarding meeting.

- One person speaks at a time.
- Discussion needs to be limited to the topic at hand.
- Don't repeat discussion; agree with a previous speaker instead.
- Save war stories for after the meeting.
- Don't expect the meeting to begin late or end early because of your own schedule.
- Don't expect the agenda items to be rearranged to suit your personal preference or schedule.
- Keep your ego deflated.
- Make it a goal to seek out opinions from others.
- Be courteous and respectful.

## **Meeting Goals**

Have a purpose for meetings. People will feel that their time is being used purposefully and not wasted. Here are some generic meeting goals.

- To conduct business.
- To complete the items on the agenda.
- To involve everyone in the group.
- To reach decisions on matters over which the group or individuals are concerned.
- To begin on time.
- To finish on time.
- To encourage participation.

## **Official Meeting Procedures**

An official procedure for conducting the organization's business during meetings must be established in the constitution and be followed in the organization's meetings. Some groups follow a "consensus" procedure, where decisions are arrived at via discussion until everyone agrees with a particular decision. Other groups use parliamentary procedure, which is much more structured and requires very strict adherence to procedural guidelines.

Most student clubs and organizations opt for the use of what might be called "parliamentary consensus". This process is a balance between the formality and rigid standards and guidelines of parliamentary procedure and the more relaxed and group discussion context of consensus. The following are key points of the "parliamentary consensus" style of running a meeting:

- An agenda is prepared and the group works from the agenda. However, additional issues can be brought up and discussed during the meeting. It is the chairperson's responsibility to keep the group on track.
- The group should focus on dealing with one agenda item at a time.
- Member input is encouraged and the chairperson assists in facilitating the discussion to make sure everyone has a chance to speak.
- Strict procedural rules about what can be discussed and who can talk are not adhered to. Rather, it is the chairperson's responsibility, along with the advisor, to assist the group's discussion to be productive and relevant.
- A final decision must be the result of a vote (this is where the process most resembles parliamentary procedure). The voting process is described below.

## **Voting Process**

- A member makes a MOTION. This ensures that only one item of business is dealt with at a time. No other main motion can be made until members have dealt with the first motion.
- The motion is DISCUSSED. This ensures that the rights of the minority are upheld, because each member has the right to voice his or her opinion.
- A VOTE is taken on the motion. This ensures that the majority rules, because the majority vote determines whether the motion passes or fails.

Votes can be taken any of the following methods.

- Voice
- Show of hands
- Standing / Rising
- Roll Call
- Secret Ballot
- The results of the vote can be determined by:
  - Majority – at least one more than half the total cast votes.
  - Plurality – the largest number of cast votes.
  - Two Thirds – at least 2 of 3 people or literally two thirds of the cast votes.

### **Parliamentary Procedures**

- A member raises his/her hand and is recognized by the chair.
- The member states his/her motion. “I move that...”
- Another member seconds the motion, ensuring that at least one other person is interested in the motion. “I second the motion.”
- The chair restates the motion.
- The chair asks for any discussion on the motion.
- Members may raise their hands and be recognized by the chair. One at a time they will be allowed to share their concerns or views in regards to the motion. No person may speak twice until everyone else who wishes to speak has done so.
- The chair will ask for further discussion.
- The chair takes a vote. “All those in favor of (restate the motion), please signify by saying ‘aye’, (or by raising your hand, etc.) All those opposed say ‘no’, (or raise your hand, etc.)”
- The chair and secretary count the cast votes and make sure they agree on the numbers.
- The chair announces the results.

### **Meeting Agendas and Minutes**

A clear agenda is essential for conducting business meetings. The agenda should be prepared one or two days prior to the meeting and made available to club members by distribution, or by posting in a prearranged place. This allows members to see what business will be addressed in the upcoming meeting so they can decide if they want to attend or not.

The agenda provides the critical structure in a meeting to make sure that the organization stays on task and gets its work done. An essential part of running effective meetings is the timely dissemination of club meeting minutes. The person responsible for minutes, usually the secretary, should complete the meeting minutes no later than three days after the meeting and provide copies for the club officers and advisor for review.

Also, there should be a place where the minutes are posted for all club members and other interested people to review them. Remember that an officially chartered student club/organization at WNC is a public body and all meetings are open for public review. A good place to post minutes might be on the club advisor’s office door, on a bulletin board in an academic department or in the Bristlecone Building. Club Bulletin Board space is available in the Dini Student Center, 1<sup>st</sup> Floor of the Dini Building. The boards will be marked for Club Use Only

## Section XII

# **XII. PROGRAMMING AND EVENT PLANNING**

### **Planning an Event**

Planning is essential to implementing a successful event. There is a saying that, "if you fail to plan, you plan to fail". Planning is a skill that many avoid because they believe that it is hard to learn or takes too much time to do. In reality, quite the opposite is true. You already know how to plan, what you need to work on is developing a system of organization for your planning. Also, if you don't take the time to plan, you will spend hours solving problems and dealing with last minute crises that could have been avoided with 20 minutes of organized planning at the beginning. For tips to planning a successful event use the planning event packet at <http://www.wnc.edu/clubs/resources.php> .

**Your Club or Organization should be aware of the following Policy and Procedures:**

**Movie Events** <http://www.wnc.edu/clubs/resources.php>

**Posting Fliers for Student Clubs/Organizations** <http://www.wnc.edu/clubs/resources.php>

**Chalking** <http://www.wnc.edu/clubs/resources.php>

**Public Forum/Free Speech** <http://www.wnc.edu/clubs/resources.php>

**Tabling** <http://www.wnc.edu/clubs/resources.php>

**Fundraising Events** <http://www.wnc.edu/clubs/resources.php>

### **Getting Approval for an Event or Activity**

The first step in planning an event or activity is to get it approved by ASWN/Student Life Office. **All student events MUST be reviewed and approved in advance by the Student Life Office.** You MUST complete an "Event Request Form" see <http://www.wnc.edu/clubs/resources.php> and submit it to the Student Life Office for review and approval by ASWN. The Event Planning Guide is also available and provides a brief outline of all of the possible planning areas you might encounter in planning your event.

### **ASWN Programming Board**

The ASWN Programming Board was designed to assist student organizations in better planning and preparing for their events. Any student organization wishing to hold an event on campus must obtain the approval of this board. Designed as a one-stop shop, ASWN PB is meant to assist student organizations in getting all the required signatures for program approval. The board meets every Thursday at 7:30 a.m. in the Dini Student Center from the first week of school through the Thursday prior to finals week each semester (excluding holidays and breaks). The meetings are informal and designed to assist the student group to put on the best event possible. We engage in discussion on issues such as number of attendees, what type of publicity will be used, etc. This process is mandatory for all student events on campus but is easy and extremely beneficial to the student group. The steps include:

- Fill out a event request form online at <http://www.wnc.edu/clubs/resources.php>
- Use the event planning guide

- Make sure the student organization's advisor signs the Event Request Form.
- Attend a meeting of the ASWN PB at least four to six weeks prior to your event. Remember, the ASWN PB is designed to simplify the event planning and scheduling process. The individuals on the board are present every week at this meeting so that you may acquire the necessary signatures on your form. All of the board members are involved in event planning on a daily basis so please feel free to use us as resources. Questions should be directed at the board chair/advisor.

**Contact Person:** Christina Hillis, Advisor. **Phone:** 445-3319 or Katie Leao, Coordinator of Student Life. **Phone:** 445-3324

### **Seven Steps to Success**

One way to assure that your program or activity is a success is to follow the “Seven Steps to Success”, outlined below:

1. Idea
2. Planning
3. Approval
4. Promotion
5. Implementation
6. Follow-up
7. Evaluation

#### **Idea:**

Have a general idea in mind. Brainstorm with others to get a variety of creative ideas for an activity or event. Know the purpose of your activity. For example, is the purpose education, service, entertainment, social or other? This will help you stay focused and get the job done.

#### **Planning:**

- **What:** Decide exactly what you are going to do. Write down all of the details.
- **When:** Decide on the day and time. Take into account your target audience in determining when to have an event.
- **Where:** Check to make sure the facility or room you want for the event is available. Reserve the place well in advance through the proper procedures.
- **Why:** Know the reason you are planning the event. This is essential if you want to get funding, or permission to use facilities, etc.
- **Who:** Know who is in charge. Delegate responsibilities and know who is going to help. Make sure everyone knows what their responsibilities are. Develop schedules of who is doing what and pass those schedules out to everyone involved. Don forget to work closely with your advisor.
- **How:** Where are your resources coming from (money, volunteers, facilities, etc.) Create a written promotional and advertising plan and implement that plan. Create a written budget plan for projected expenses and to be able to track actual expenses as they occur.

## **Promotion:**

The success or failure of an event depends heavily on its promotion. Create a written promotion plan and follow your plan.

Important points to remember about effective promotion include:

- Follow policies and procedures for putting up posters and other advertisements on campus. A copy of the "[Flyer & Poster Guidelines](http://www.wnc.edu/clubs/resources.php)" is available on line at <http://www.wnc.edu/clubs/resources.php> or from the Student Life Office.
- **All promotion that will be going OFF CAMPUS MUST first be reviewed and approved by the college's Office of Student Life located in the Dini Student Center.**
- The college is a public institution and all promotional material must follow college policies and meet generally accepted standards of decency.

## **Implementation:**

Implementation is all about having your plan in place and following it. "Plan your work and work your plan", is another way to put this. Your plan, schedule, budget, etc. will provide for a smooth implementation if you follow your plan closely. Work with written plans, work schedules, budgets and other materials to provide for a smooth implementation.

## **Follow-up:**

Follow-up is about making sure that everything is complete after the event. This includes cleaning the facility, sending thank you cards, paying bills, returning equipment or materials, completing the file paperwork and closing the file. An important reason follow-up is so important is that a complete file makes it much easier for someone else in the future to successfully repeat your event.

## **Evaluation:**

Evaluation is a critical part of programming any event or activity. An evaluation can be a written summary of questionnaires answered by event participants, or an informal debriefing with your advisor. An evaluation in the file will help those in the future determine what did and did not go well, thus avoiding any mistakes and capitalizing on the strengths of the program. The Student Life Office has an event evaluation procedure and evaluation forms that you are encouraged to use to evaluate your event. Work with the Coordinator of Student Life for assistance in developing an evaluation plan for your program or activity. An evaluation form can be found at <http://www.wnc.edu/clubs/resources.php>. This is a standardized form used to evaluate all student activities programs. It will probably work well for your club events or programs.

## **Master Calendar**

All events must be scheduled with the Student Life Office AND the Office of Information and Marketing Services. This office maintains the campus master calendar and schedules all facilities on campus. The master calendar shows all events planned for the college. Perhaps you wanted to book the student center for an event. Looking at the master calendar for the appropriate date would let you know immediately if the student center is available at the time you want to schedule your event. If the requested time is already filled or simply unavailable you may find a

later date when it is available. Questions about the master calendar can be answered by the Office of Student Life.

### **Reserving Facilities**

The Facilities Management Office is the central facility scheduling office for the campus. You should always **START** here to reserve a place for your event. This office will direct you if you need to do anything else regarding reserving a facility. Reserving the use of the facility of interest can be done by reviewing availability on the Master Calendar and filling in the "Room Request" form which is available on the website at <http://www.wnc.edu/clubs/resources.php>. A completed and approved Event Request Form must accompany the Room Request form when being submitted.

### **Office of Information and Marketing**

The Information and Marketing office approves all off campus advertisement (see "promotion" above). This office is available for consultation to assist you in your promotional efforts off campus. The office can assist you in developing press releases and public service announcements to distribute to off campus media. To set up media email Anne Hansen, Director of Marketing ([anne@wnc.edu](mailto:anne@wnc.edu)) or call her at 445-3235 and meet with her for assistance.

### **Student Life Office**

The Student Life Office is an important resource for all clubs and organizations. Most of your questions can be answered by the Student Life Office. Don't be shy, introduce yourself to the student life staff and let them know what you need.

### **Building and Grounds**

The B & G Office will set-up and take down the necessary elements of any event based on the WNC campus. You can schedule their assistance by filling in the WNC "Work Order Request" form. This form **MUST** be completed no less than 2 weeks prior to your event. It can only be accessed by your advisor on the WestNet/WNC Intranet. If the advisor needs assistance completing the work order then can contact the Office of Student Life.

### **Public Safety**

The Public Safety Office available for any WNC event on campus. Anytime an accident occurs you need to call the Public Safety Office. They will respond immediately with the proper corrective measures. If appropriate you will also be asked to complete an Incident Report form to document a situation. **FOR AN EMERGENCY** you can reach the Public Safety Office by dialing 230-1952 on any telephone.

### **Food Service**

Lifted Café on campus provides catering for WNC events. If you are interested in lifted catering your event you must:

- Submit an email to [lifted@wnc.edu](mailto:lifted@wnc.edu) at least 4 weeks in advance of the event.
- Obtain a quote from the cafe with number of people attending, a menu for meal and the total cost of catering
- Submit the quote to your faculty advisor and have a Purchase Order created

- Create a flier for the event to be included in the package of items that needs to be sent to the business office.
- Fill out the Host Reimbursement Documentation Form available at <http://www.wnc.edu/clubs/resources.php> to submit to the Business Office.
- Submit to Business office once you have all of the appropriate signatures and flier for event created.

**Once the event is completed:**

- Provide your faculty advisor with an invoice from the Café for the event
- Invoice then gets sent to the Business Office in order for Lifted to be paid.

## **Graphic Services**

The Graphic Services department is the college's full-service graphic design and printing sub department of Information and Marketing. You must submit your poster, flier design at least 2 months in advance to have it complete for advertising. Graphic Services is an auxiliary service department which must generate revenue to pay its operational expenses. So, Graphic Services charges for it's work, but the costs of printing, sign making and other services are usually less than charged by local, private, graphic service businesses. The least expensive way to utilize Graphic Services is to have your poster, flyer or other project completely laid out and ready to be printed. If you need layout assistance, Graphic Services can provide it, but you will be charged for staff time, just like a private business. To request work to be done by Graphic Services you must complete a Graphic Services job request form. This form is available at <http://www.wnc.edu/marketing/> .

## Section XIII

### **XIII. Finances**

#### **A. ASWN Funding Request Procedures**

Requests for financial support from the Associated Students of Western Nevada Government (ASWN) MUST be submitted in writing to the ASWN using the funds request forms available in the Student Life Office in the Dini Student Center or on-line at <http://www.wnc.edu/clubs/resources.php>. Funds provided through ASWN come from the student fee budget, which is funded by the "student activity fee" collected from all students enrolling for credit classes. The funds that are given to each club/organization do NOT have to be paid back. Clubs/Organizations may request up to \$600.00 per year for events.

#### **Approved Types of Funding**

The ASWN student government office recognizes the following types of funding for clubs and organizations:

- Educational field trips
- Educational based conferences and or trainings
- Activities that showcase the club/organization
- Movie Events (Educational and/or public)
- Fundraising events

#### **The “NO” List- Below are things that this body will absolutely not fund.**

- Alcohol
- Grants/compensations/wages/loans
- Direct donations
- Retroactive Funding
- No double dipping
- Matching funds
- Keeping funds not spent
- Illegal activities or supplies

**\*The board will make every attempt to honor these funding policies; however, the board reserves the right to disperse funds in any manner it sees fit.**

#### **Funding Process**

- Funding requests will only be heard 4 times a year
- The fiscal year is divided into FOUR hearings where you will need to present all your requests for anything you will need during the designated four terms: Fall 1, Fall 2, Spring 1, and Spring 2.
- So, if your event falls on October 2nd, you need to make your budget request at the September 15th budget hearing.

- Up to five people from your club can be present, but the President and Treasurer must be present.
- You must submit your budget to the President of ASWN the Wednesday before the budget hearing date, via email [aswn@wnc.edu](mailto:aswn@wnc.edu) or dropping it by the ASWN office.
- Budget Hearings will be held on Tuesday and the actual money allocations will take place the next day on that Wednesday.

**Below are the FOUR scheduled hearings for the  
2009-2010 Fiscal Year:**

- September 15, 2009 Budget Hearing, will hear requests for **FALL 1-** (September 23 thru October 31)
- October 20, 2009 Budget Hearing will hear requests for **FALL 2-** (November 1 thru December 23)
- December 1, 2009 Budget Hearing will hear requests for **SPRING 1-** (Jan 1 thru March 13)
- February 23, 2009 Budget Hearing will hear requests for **SPRING 2-** (March 14 thru May 22)

**Funding Request Due Dates**

- September 9, 2009 by 5:00 p.m.
- October 14, 2009 by 5:00 p.m.
- November 25, 2009 by 5:00 p.m.
- February 17, 2010 by 5:00 p.m.

**Funding Policies and Procedures**

As each club is chartered through ASWN an account is setup with the WNC Business Office. It is suggested that at least once each month you contact the Office of Student Life to determine your club account balance. Western Nevada College is a public institution, and as such is subject to state law governing the handling of funds, (which includes yearly audits of all accounts). WNC has established policies and procedures that govern financial practices for the college. All WNC chartered clubs must abide by the rules to maintain their charter.

### **As per college policy:**

- 1) Student clubs and organizations shall adhere to college policies and procedures in handling their funds. There shall be no off-campus accounts for student club/organization fund control.
- 2) Student Life Office initiates request for student club/organization fund control.
- 3) Fund procedures are established by the Business Office.
- 4) Student Life Office and ASWN monitors funds.

Each club should have a club member that acts as a treasurer or similar position and maintains financial records. The ASWN Treasurer will provide club members with their beginning balance. Please contact the ASWN treasurer to obtain ongoing club account balances throughout the year. At the beginning of each academic term a printout of each club's expenditures and revenue will be made available to each club.

### **Withdrawals-Purchase Orders**

All orders and purchases must be processed through the WNC Student Life Office and Business Office using the purchase order process (this must take place prior to placing an order).

#### **Purchase orders are completed in two steps.**

##### ***Step 1: Purchase Transaction Request (PTR)***

A Purchase Transaction Request is a form completed by the club officers and advisor and submitted electronically to the Student Life Office for final approval and then to the Business office for processing. Its purpose is to receive approval from the college to pay for an item or service via the use of a purchase order. Once approved, the college will issue a purchase order number to the vendor specified on the PO. <http://www.wnc.edu/policymanual/7-3-1.php>

##### ***Step 2: Actual Purchase Order Number***

A purchase order number (which is the result of a PO being approved) is like a check to a vendor - it is the college's promise to pay. Upon receipt of a PO number a vendor knows that the college has approved the purchase, that there are adequate funds to pay for the purchase and that those funds have been set aside to pay for the purchase.

When you take delivery of the item, you are to turn in an invoice to the Office of Student Life proving you have received delivery of the item. So it is ESSENTIAL that you turn in your proof of receipt of the item IMMEDIATELY to the Office of Student Life so the vendor can get paid. Not all vendors accept purchase orders from the college. You should verify in advance with a vendor if they will accept a purchase order number from the college as verification of payment for an item. If the business you are working with is not a vendor with WNC, then you must have the vendor fill out a vendor application and the W-9 form to have the vendor put into the WNC system. This process can take up to 2 weeks to complete so plan accordingly.

### **Petty Cash/Cash Box**

If a club is going to have an activity and needs cash in advance, request "Petty Cash" from the Student Life Office. Petty Cash funds may be used for a variety of purchases including postage, miscellaneous supplies, and fundraisers (creating the bank). Petty Cash funds **may not be** used for cashing personal checks, short-term loans, purchase of equipment or radioactive material, or

travel claims or advances. Use of Petty Cash funds is limited to \$50.00 per purchase/use. The form is available at <http://www.wnc.edu/clubs/resources.php>.

### **To obtain Petty Cash you MUST:**

- Fill out the petty cash form with all of the appropriate signatures including:
  - Club Treasurer
  - Club Advisor
  - Coordinator of Student Life
- Indicate the amount needed for each denomination.
- Turn the form in for your petty cash **at least 24** hours in advance with the Office of Student Life.
- This office will not complete a request if there is a signature missing and/or the request is not submitted 24 hours in advance.

### **Once the event is completed:**

- Separate the monies between the beginning cash amount and profits.
- Return the Petty Cash with the original amount of cash to the Office of Student Life.
- All monies must be given to the Coordinator of Student Life or the Administrative Assistant, not to student workers or ASWN members.
- Be sure to attach the original receipts, credit card charge slips, or vendor invoices to the paper copy of the Purchase Transaction Request to the Office of Student Life for purchasing for processing.

### **Receipts**

Receipts from purchases made with ASWN PTR's, Petty Cash and designated funds must be turned in to the ASWN office within 24 hours. Any club that fails to submit receipts will not be allowed to request further services from the ASWN office.

### **Club Financial Training**

Each year the Office Student Life arranges several training sessions for club advisors, treasurers and any other club officers regarding the specifics of managing student club and organization accounts. This training provides detailed information regarding depositing and withdrawing funds from club accounts.

### **Travel Policy** <http://www.wnc.edu/policymanual/7-2-1.php>

### **Clubs and Organizations Budgets and Accounts**

- Club treasurers should take responsibility of bookkeeping by maintaining an account register and balance sheet for the club.
- Deposit receipts and backup of expenditures need to be kept on file by the club treasurer.
- Every academic term the Student Life Office Administrative Assistant will send out a statement of the club's account to each club advisor and club treasurer in order to reconcile the club account register. You may also request a club account statement at any time from the bookkeeper.

- When a change of officers occurs the club advisor needs to make sure that the bookkeeping records are handed to the new officers and that the club account signature card in the Student Life Office is updated with new officer signatures.

## **Accounts**

The college policy states that all revenues generated by the College and all expenditures for goods and services must be recorded and accounted for within the financial accounting system of the institution. For student clubs and organizations, this means that all moneys collected or raised by the club, including dues, collections for purchases of uniforms or t-shirts, ticket sales, and all student contributions towards events, must be deposited into the ASWN club account, and the funds generated spent from this club account. The use of College funds or assets for any personal, unlawful, or improper purpose is prohibited.

Once your club is recognized your account is active and the ASWN Treasurer will make the deposit of funds into your account. No **off campus** checking, saving or credit card accounts can be created by a club member or an advisor. Board of Regents' policy on "Establishment of Checking Accounts" (Board of Regent's Handbook, Title 4, Chapter 10, Section 24, page 58) strictly prohibits off-campus bank accounts. If your club has an account off campus, please close it immediately and deposit the money into the ASWN club account.

## **End of Year Budget Report to ASWN**

Each organization/club is required to submit a budget report to the ASWN governing board held the week before finals. This report should include:

- Your treasurer and president to be present
- End of Year Report <http://www.wnc.edu/clubs/resources.php> This report also contains budget info.
- Failure to attend the meeting and turn in the form the ASWN governing board will revoke funding for your organization for up to 1 year.

## Section XIV

### **XIV. Club/Organization Responsibilities**

#### **Monthly Activity Report to ASWN Governing Board**

Each organization/club is required to submit a monthly activity report to the ASWN governing board held the last Tuesday of each month. Follow the guidelines below:

- Your president and at least 2 members MUST be present
- Monthly Activity report form on line at <http://www.wnc.edu/clubs/resources.php>
- You must include activities you have done or planning for the month, items discussed at meetings, and any other items the club would like to speak about.
- Failure to attend the meeting and turn in the form monthly to the ASWN governing board will revoke funding for your organization for up to 1 year.

#### **Yearly Renewal of Club/Organization**

Each club/organization at WNC is required to renew their membership annually to acquire the use of WNC facilities, funding a support through ASWN. Follow the guidelines below:

- Your president and at least 2 members MUST be present
- Acquire the renewal form on line at <http://www.wnc.edu/clubs/resources.php>
- Deadline for renewal is the 2<sup>nd</sup> Tuesday in September or the 2<sup>nd</sup> Tuesday in February, your club/organization cannot ask for funding for the year until this process is complete.
- The club is required to ask for renewal first and then funding at the next governing board meeting
- If the organization does not submit the renewal before the deadline they will not receive funding for the fall semester.
- If a club's status lapses for one academic year they MUST submit a new club application the next year.

#### **End of Year Procedures**

At the end of each academic year the club/organization MUST provide ASWN with the following information:

- End of the Year Report <http://www.wnc.edu/clubs/resources.php>
- Submit a roster for the next academic year including all officers, members and faculty advisor to the Office of Student Life
- These items will need to be submitted at the last ASWN meeting the Tuesday before finals week.

#### **Responsibility of the Advisor**

The club advisor sets an example for students, the rest of the college and the community.

Advisors at WNC should consider their jobs unique. Their role is as a person who guides the student club or organization forward in accordance with the rules, regulations, purposes and ideals of the college. Advisors must set the highest example.

Advisors are the official representative of the college and the person “in charge” at a student organization’s program or activity, whether on or off campus. Thus, they are responsible for protecting the interests of the college and of the students with which they work. The advisor is

responsible for immediately addressing behavioral problems as they occur and then following up with appropriate action regarding such behavioral problems. When an advisor believes that a student's behavior has violated the WNC Student Code of Conduct, he/she must consult with the Dean of Student Services as soon as possible and take appropriate action as determined from the consultation with the Dean of Student Services. Violation of the Student Code of Conduct MUST be addressed using the set of student conduct procedures already in place at the college in order to ensure that problems are addressed in an appropriate, timely, consistent and fair manner. These procedures are developed and implemented in order to ensure due process, as well as to appropriately resolve behavioral problems if they do exist. The advisor is NOT to act as disciplinarian in these manners. If a student violates the Student Code of Conduct it is the advisor's responsibility to report such violation to the Dean of Student Services. If the advisor has any questions or doubts about what to do, he/she should consult with the Dean of Student Services as soon as possible. WNC recognizes the difficult and sensitive nature of advising and will provide support and guidance through the Dean of Student Services.

### **Responsibility of the club officers and members**

Club Officers must demonstrate proper behavior at all times. Officers will assist the advisor in educating other club members as to what is and is not acceptable behavior. All members are held to the same behavioral standards. The nature of a leadership position in a student club or organization requires that a club officer exhibit a standard of behavior that far exceeds those of other club members. Club officers should always remember that other student members are looking to them for leadership, guidance and as a role model.

For further information regarding the student code of conduct it is located on line at <http://www.wnc.edu/policymanual/3-4-4.php>

## Section XV

### **XV. Club and Organization Behavioral Expectations**

#### **Club or organization standards of behavior or performance**

The student club or organization may NOT have standards of behavior that are less restrictive than the college's Student Code of Conduct. However, the organization or club may have standards of behavior or performance that may be more restrictive than the college's Student Code of Conduct, or academic requirements – as long as these standards do not discriminate or contradict college policies or procedures. For instance, a student club or organization may have grade point average requirements, curfew requirements when traveling, or performance requirements when conducting club or organization business. For example, the student academic honorary society may have a minimum GPA for continued membership of 3.5 on a 4.0 scale. Or, the speech may have a curfew time for all members to be in their motel room when traveling to a speech tournament off campus. Or the Nursing Club may require a certain number of hours of volunteer service time from each student in the club in order to remain a member.

Additional requirements must be clearly stated in the club or organization's constitution or by-laws. Also, written materials (either copies of the constitution or a list of requirements) must be made available to student members upon their joining a club or organization. It is the responsibility of the club officers and advisor, who are given authority by the organization's constitution and by-laws, to enforce these requirements in accordance with the constitution and in a fair, equitable and consistent manner.

Any decision made to curtail a student's privileges or membership in a club or organization due to that student's inability to meet the club or organization's standards, must follow the procedure of the Office of Student Life. If a student member of a club or organization has his/her privileges removed as a result of not complying with these standards, which are the behavioral or academic standards set by the club or organization, that student may submit an appeal to the Dean of Student Services to have his/her situation reviewed.

#### **On Campus**

All campus activities are scheduled through the appropriate office prior to the event. All events have guidelines for audience or participant participation. These guidelines are governed by college policies and are enforced as appropriate. Event regulations regarding proper behavior correspond with the Student Code of Conduct. All participants at on campus activities, whether or not they are students, are subject to the behavioral standards set forth in the WNC policies and procedures, as well as the guidelines set forth by the Student Code of Conduct.

#### **Off Campus**

All off campus activities are scheduled through the appropriate office prior to the event or activity. Off campus activities are still regulated by WNC. Behavior that is, and is not, accepted off campus is generally the same as on campus. Participants (whether a student, employee or someone unaffiliated with the college) involved in an off campus activity sponsored by any entity of WNC, such as a student club or organization, are subject to WNC policies and

procedures, as well as the guidelines set forth by the Student Code of Conduct. WNC is dedicated to provide support for off campus activities and in order to do so effectively needs the cooperation of everyone. Even more so than an on campus activity, those participating in an off campus activity are representing the college and thus, it is essential for their behavior to meet the highest standards of integrity and propriety.

### **Use of Tobacco, Alcohol and other Drugs**

The use and abuse of alcohol, tobacco and/or other drugs (ATOD) is a serious concern for the college and warrants special recognition in this section. The use of ATOD when involved in any way in a club activity, program, meeting or project, whether on or off campus, is strictly prohibited. Violation of this policy is considered a serious offense and will result in the immediate implementation of student conduct procedures to resolve a situation where this type of policy violation occurs. It is important to remember that the sanctions which can be imposed as a result of a student conduct proceeding range from written warning through expulsion from the college.

If an advisor or another college employee involved in a club or organization event or activity is in violation of the college's ATOD use policy, appropriate disciplinary action may be pursued in accordance with college policies and regulations, and (if applicable) pertinent collective bargaining agreements. <http://www.wnc.edu/policymanual/4-6-2.php>

## Section XVI

### **XVI. Western Nevada College Code of Conduct/Policies**

#### **Student Groups and Organizations**

Student groups and organizations may be charged with violations of the student code of conduct. A student group or organization and its officers may be held collectively and individually responsible when violations of these Policies by those associated with the group or organization have received the consent or encouragement of the group or organization or of the group's or organization's leaders or officers.

The officers, leaders, or any identifiable spokesperson for a student group or organization may be directed by the dean of student services to take appropriate action designed to prevent or end violations of these Policies by the group or organization. Failure to make reasonable efforts to comply with the dean's order shall be considered a violation of these Policies, both by the officers, leaders or spokesperson for the group or organization and by the group or organization itself. Sanctions for group or organization misconduct may include revocation or denial of registration or recognition, as well as other appropriate sanctions.

<http://www.wnc.edu/policymanual/3-4-4.php>

#### **Sexual Harassment and Complaint Policy**

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of sexual harassment. Where sexual harassment is found to have occurred, the NSHE will act to stop the harassment, to prevent its recurrence, and to discipline those responsible in accordance with the NSHE Code or, in the case of classified employees, the Nevada Administrative Code. Sexual harassment is a form of discrimination; it is illegal. No employee or student, either in the workplace or in the academic environment, should be subject to unwelcome verbal or physical conduct that is sexual in nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior of a sexual nature that is not welcome, that is personally offensive, and that interferes with performance. It is expected that students, faculty and staff will treat one another with respect. (NSHE Board of Regents Handbook Title 4, Chapter 8 Section 13).

#### **AFFIRMATIVE ACTION/EQUAL OPPORTUNITY**

Western Nevada College, in conformity with the Affirmative Action Policy of the University and Community College System of Nevada and federal law, is guided by the principles that there shall be no difference in the treatment of persons because of race, creed, color, sex, physical challenge, age, national origin, political affiliation, religion, or Vietnam-era or disabled veteran status, gender orientation, and that equal opportunity and access to facilities shall be available to all. This principle is applicable to every member of the Western Nevada College community at every level. This policy applies to, and must be an integral part of, every aspect of personnel policy and practice in the employment, development, advancement, and treatment of all employees and applicants for employment. Western Nevada College recognizes that as a public agency it has a further commitment: the college is obligated to support federal and state policies which seek to achieve equal opportunity in employment for members of minority groups,

women, the physically challenged, or Vietnam-era or disabled veteran. As used in this document, minority groups will be the groups defined in HEW guidelines.

The important concepts are embodied in Equal Employment Opportunity:

1. Nondiscrimination
2. Affirmative Action

Affirmative action requires more than employment neutrality. It requires Western Nevada College to make additional efforts to recruit, employ, retains, and promotes qualified women, minorities and physically challenged. The affirmative action concept requires positive action to insure against the perpetuation of benign neutrality in employment practices.

<http://www.wnc.edu/policymanual/4-2-1.php>