

2023-2024

CLUB HANDBOOK

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What is a Club?

A club is a group or organization open to any and all currently enrolled Bates students who share similar interests or purposes. These interests may include culture, hobbies, sports, leisure activities or even activities related to current or future professional goals.

Purpose & Benefits of Student Clubs

Clubs are coordinated through the Associated Student Government, and provide the students with the opportunity to learn leadership skills, work in diverse groups, and form communities around similar interests or goals. Clubs assist in enhancing social and professional skills by encouraging students to:

- Develop leadership qualities and skills
- Network at a college and community level
- Feel connected to the campus community
- Work in diverse groups
- Establish and refine teamwork related skills
- Form lasting relationships

Non-Discrimination Statement

Bates Technical College reaffirms its policy of equal opportunity and does not discriminate on the basis of race, ethnicity, color, creed, religion, national origin, sex, sexual orientation, age, marital status, gender identity, disability, or status as a disabled veteran or Vietnam era veteran in its programs and activities in accordance with college policy and applicable federal and state statutes and regulations. If you need assistance due to sensory impairment or disability, contact the Disability Support Services Coordinator at 253.680.7010. All Bates Technical College students are encouraged to join any club of their choosing. Clubs cannot exclude any Bates Technical College student from membership.

Bates Technical College Disclaimer

By sanctioning a club, Bates Technical College does not take responsibility for the clubs actions or activities. The sanctioning of a club does not mean that Bates endorses the clubs mission or

vision. ASG reserves the right to change any procedures or policies that appear in the club handbook, without notice.

Club Guidelines

Clubs operate on a tier-based system. At different tiers of membership, clubs will have more abilities and guidelines to adhere to. All clubs must fill out the required **club application** and have an **advisor** in order to form. The club must then be seen and approved by the Campus Life Clubs Coordinator and the ASG General Assembly. In order for a club to be considered, it must:

- Follow all college policies, procedures and laws of Washington
- Consider how students and staff will perceive your clubs' actions, activities, events and decisions
- Never take action based on the intent or motivation to bring harm or have willful disregard to the rights and safety of all whom are part of the Bates community

Tier 1: Clubs can officially be formed at the tier 1 stage. At tier 1 clubs must have **2 enrolled student members and an advisor** in order to form. Once the club has formed, filed, and been approved, it can officially:

- Use the name Bates Technical College in connection with their own, as long as it complies with college policies, procedure, state law, and has been approved by the Campus Life Clubs Coordinator and the ASG General Assembly
- Post information about their club and events in accordance with CLA and college wide posting procedures on social media and on the Bates Technical College club website

Tier 2: Clubs can reach Tier 2 status by gaining **4 enrolled student members and an advisor**. Preferably, clubs at this tier appoint a President and a Secretary, that ASG Officers may contact. Tier 2 clubs now have the ability to:

- Utilize the bulletin boards around campus for to post about events
- Officially reserve facility space through their advisor
- Request ASG Event Coordinator and ASG Public Relations officers for a poster to be used for general advertising
- Participate in ASG's 'Club Rush' club fair event.

At this tier, club officers must in turn:

- Communicate with the ASG Vice President of their primary campus
- Send at least one representative to report on the club's activities during the monthly ASG General Assembly
- Have a minimum of one monthly meeting in the official reserved location on campus

Tier 3: Clubs can reach tier 3 status by gaining **6 enrolled student members and an advisor**. Preferably, clubs at this tier appoint a President, Vice President, Secretary and a Treasurer. Tier 3 clubs are now able to:

- **Apply for and use funds as outlined in the Financial Code and Killian Guidelines**

Prior to the application for and the utilization of funds, clubs must:

- Schedule a club orientation with the officers, club advisor and CLA staff

Club Sanctioning Process

The sanctioning process occurs monthly, during the ASG General Assembly meetings. Times and locations can be found at www.batestech.edu/asg.

To be eligible for sanctioning you must adhere to the following steps:

Step 1: Establish a faculty or staff member to serve as your advisor for the complete academic year and have them complete the advisor form.

Step 2: Gather and maintain as many enrolled students as possible and have them sign in the designated area of the club application.

Step 3: Meet with the members and advisor to develop the club's name, purpose, bylaws and to elect officers.

Step 4: Return the forms to the Campus Life and Activities (CLA) Center.

Step 5: Schedule a meeting to discuss your club with the Campus Life Clubs Coordinator for preliminary approval.

Step 6: Upon approval, your application packet will be reviewed during the next ASG General Assembly meeting and the status of your club will be decided. A representative of your club needs to be present to share your club's mission and answer any questions

Step 7: Congratulations! You are now a club.

Clubs must be re-sanctioned annually

If a club wishes to continue for the next academic year, they must re-apply for sanctioning. Clubs are encouraged to reapply in early July for the next academic year. Sanctioning will happen during the first General Assembly meeting in July.

Expectations of Club Officers

- Maintain open membership to all students of Bates Technical College. Membership must be open to all students, without discrimination. (Exceptions to this are chapters of *national associations* whose bylaws require limitations on membership. These limits can only be made based on class standing, academic standing, and/or academic Major.)
- Notify club advisor and Club Coordinator of any changes in club name, meeting times, locations, club leaders and club purpose.
- Attend all club meetings, activities and events.
- Develop and submit a prospective budget.
- Keep records of meetings, minutes, travel and expenditures.
- Ensure club compliance with all applicable rules and regulations.
- Organize or oversee publicity for club activities.

Expectations of Faculty & Staff Advisors

Advisors play a vital role in ensuring that student involvement within the student club is meaningful and productive. The most successful student clubs are those with advisors who take interest in the group. The role of the advisor is intended to support and help guide the student club, not make decisions for the club. The advisor has a dual role in serving the interests of both the club and college. It is essential for the advisor to be fully aware of their responsibilities.

- Understand the student government policies outlined within this handbook.
- Serve as a resource and guide for the club, helping students find needed resources on campus and make contacts on and off-campus.
- Be aware of the purpose and objectives of the club and attend meetings and events.
- Assist club officers and members in planning activities, programs and budgets.
- Reserve college facilities and assist with completion of all necessary paperwork.
- Approve all activities and expenditures made by the club.
- Ensure club compliance with all applicable rules and regulations.
- Attend and supervise all activities the club organizes or sponsors, including conferences, field-trips, on-campus events, or make arrangements for a staff member to attend in your place.
- Ensure students complete conduct and liability forms before off-campus trips.
- Be responsible to ensure students are aware of the potential consequences should they violate the Student Code of Rights and Responsibilities.
- Monitor sound financial record keeping and business practices.

- Ensure all purchases are pre-approved through the ASG office.

Expectations of Club Coordinator

- Actively advocate for clubs.
- Oversee the club chartering process.
- Club Coordinator cannot be an officer of a club.
- Assist in the printing of club materials.
- Notify clubs when orders are delivered.

Expectations of ASG Executives

- Act as a liaison between clubs and ASG.
- Promote student clubs, club membership, and club events.
- Assist clubs in the learning the policies and procedures outlined in the club handbook.
- Advise club members on marketing resources, program planning and recruitment strategies.
- Student leaders may not sign as the initial six members on club registration forms, or hold officer positions in clubs.

Services & Resources for Clubs

ASG and the Campus Life Center provide the following services and resources to assist club leaders, with Club Activity & Action Form:

Mail

Each club can pick up mail from the Campus Life Center office. Email generalservices@batetech.edu to let purchasing know you are expecting something. Please use the following address to receive mail:

Club Name
Bates Technical College
Campus Life Center, A125
1101 S. Yakima Ave.
Tacoma, WA 98405

Basic Office Supplies

Basic supplies are available to clubs, and can be accessed in the Campus Life Center.

Copying and Printing

Printing for standard sized club materials is available in the Campus Life Center.

Copies

Each club may get 20 free pages of copying or printing, and 20 additional per event.

Additional pages available on a case-by-case basis.

Submit the following:

- Activities and Action form
- Attach a copy of your document and indicate total # of copies requested
- Once approved, make your copies in the Student Life Center

Prints

Each club may get 20 free pages of copying or printing, and 20 additional per event.

Additional pages available on a case-by-case basis.

Submit the following:

- Activities and Action form

Attach a copy of your document and indicate total # of copies requested

Once approved:

- Log on to a center computer
- Print your document

Posters

Each club may get 2 free club posters, and 2 additional per event. Additional posters can be purchased at \$5.00 each.

- Activities and Action form
- Email an electronic version of your document and indicate total # of posters requested
- Campus Life Center staff will call you when your posters are printed

Sandwich Boards

Sandwich boards are available to check out for your meetings and events.

Room Reservations

There is no charge to student clubs for use of Bates Technical College conference rooms and auditorium for meetings and events. Club advisors can reserve rooms by scheduling a meeting request through Outlook. Please advise ASG and Campus Life staff of room reservations and room changes.

Budget Management

All club funds are administered through ASG. All spending must be pre-approved by the manager of student activities. Please see *Spending Club Money* (page 10).

Club Support

ASG and Campus Life staff are available to provide club leaders with support in event planning, marketing, club promotion, recruitment and development strategies.

Graphic Design

Graphic design services are available through the ASG office on a limited basis. Please inquire with ASG and Campus Life staff for availability.

Campus TVs

Clubs are encouraged to post their events, meeting times, and details on the campus TVs' rotating digital signage. Please provide content to the ASG and Campus Life center staff.

ASG Bulletin Boards

Clubs are encouraged to post their events, meeting times and details on the ASG bulletin boards. Items must be stamped by the Campus Life Center staff prior to being hung. Adhesive tape is not to be used.

Social Media Accounts

Clubs may create Facebook groups and pages. Clubs may also work with ASG and Campus Life staff to promote their events on the ASG Facebook and college Facebook pages.

Club Facebook pages must follow the following guidelines:

- Must be set up as a Page, not a profile
- Name must reflect that it's a Bates Technical College club
- Any page that is not been posted on for 6 months will be taken down by ASG and Campus Life staff

Prohibited Club Actions

- Personally profiting from a club or soliciting from club membership is prohibited.
- Alcoholic beverages at any club sponsored function, including meetings, conferences and events is prohibited.
- No clubs for contact sports will be sanctioned.
- Only currently employed professionals at Bates Technical College can be club advisors.
- Clubs may not discriminate on the basis of gender identity, sexual orientation, race, ethnicity, abilities, age religion, marital status, or veteran status.
- Clubs may not use S&A funds to support fundraising activities for outside organizations.
- Religiously affiliated clubs may not use S&A funds for worship.
- Clubs may not use S&A funds to purchase gifts.
- Holding club meetings during advisor class time is not allowed. Ex: Yoga Club cannot meet during Bates yoga class.

Revoking/Suspending Club Status

ASG may revoke, suspend, or deny club recognition status if the club:

1. Does not abide by the Bates Student Code of Conduct, ASG Bylaws, or policies set forth in this handbook.
2. Commits act(s) of violence.
3. Violates State or Federal law.
4. Does not maintain club stats, as outlined in this handbook.
5. Remains inactive for 2 quarters.

Policy/Rule Breaking

1. ASG or Campus Life will notify the club president and advisor when there is a violation, and the club will be given 30 days to resolve the problem.
2. If the problem is not resolved within 30 days, the ASG executive team will be advised of the problem. Club officers will have the opportunity to attend ASG executive meeting to respond.
3. If the problem has not been resolved, then a simple majority vote could result in revoking club sanctioning. The club will be notified within 5 business days. At this time, S&A funds will no longer be available.
4. Any club deemed inactive will remain so for the quarter and until all rules for an active club have been re-established.

5. Once a club meets the requirements, they must re-apply for club sanctioning.

Club Funding Process

Once a club has been sanctioned at ASG General Assembly, and completed orientation with the Campus Life Club Coordinator, they may request funding as outlined in the club guidelines. These funds are available to support the club activities and events.

- Clubs sanctioned on or prior to January 15th will receive access to \$500 for the year for club related activities.
- Clubs sanctioned on or after January 16th will receive access to \$250 for the year for club related activities.
- At the end of each fiscal year (June 30th) the unused balance will revert back into the ASG Reserve Account.
- If clubs need additional ASG funding during the year, they must submit a written proposal. This will be voted on during the next ASG General Assembly. Please contact ASG or Campus Life staff to go over all paperwork and be added to the General Assembly agenda.

All club budgets are state funds and subject to college and state policies. ASG has authority over all student funding, financial transactions and accounts. To expedite the use of, and to ensure policies and procedures are adhered to, the manager of student activities has final approval for use of funds and oversees the request process.

Spending Club Money

To request fund, clubs must meet with ASG or Campus Life staff to discuss expenditures and fill out appropriate forms. Forms require exact expenditure amounts (including shipping, handling, and taxes) and the signature of the club advisor and student representative.

- All expenditures must have the approval of the manager of student activities **before** the money is committed and spent.
- All forms must be completed by the club advisor.
- Items purchased with S&A fees are property of Bates ASG. If a club's status is revoked or the club does not re-sanction, supplies and equipment must be returned to the Campus Life Center.
- At the end of the academic year, all supplies must be returned to the Campus Life office.

Purchasing

Bates Technical College uses the following processes for purchasing:

College Credit Card

Small items can be purchased with the college credit card. Only a professional staff member can use the college credit card (staff must first take a purchasing course from WA State, through the finance department. If advisor has not completed this training, Campus Life Center staff can purchase for you.) Please have your advisor complete and submit the following forms to Campus Life Center staff 3 weeks prior to your event or activity:

- Club Activities and Action Form
- Copy of club minutes indicating approval of purchase
- Credit Card request
- Itemized list from vendor listing exact cost (including tax and shipping)
- After Purchase the receipt and credit card must be returned to Finance Office

Staples Advantage

ASG and Campus Life staff can purchase office supplies for your club through the college's Staples Advantage account. There is a \$40 minimum amount to use this service. Please complete and submit the following forms to the Campus Life Center Staff 3 weeks prior to your event or activity:

- Club Activities and Action Form
- Copy of club minutes indicating approval of purchase
- List of items required

Invoice-Payment Voucher (IPV)

IPV's can be used in advance to pay for conference registration, speakers, performers, or afterwards to pay for speakers on campus, to get reimbursed for purchases you have made and many other things.

1. Payments for Service (Speakers, Performers)

Submit the following 4 weeks prior to event:

- Club Activities and Action form
- Copy of club minutes indicating approval of purchase
- Completed IPV form indicating **Hold Check for Pickup by club advisor**
- Completed Vendor Letter
- Completed W-9 form (with original signatures)

- Completed Consultant Agreement
- Invoice from the performer

2. For Payments for Local Conference Registration

Submit the following 3 weeks prior to event:

- Club Activities and Action form
- Copy of club minutes indicating approval of purchase
- Completed IPV
- Conference registration indicating exact cost and attendees
- Conference Agenda

Note: Club funds cannot be used to pay for club advisor.

3. For Payments for Conference Registration Outside of Tacoma

There are specific guidelines for events that require off campus travel. Please see Travel Procedures (page 14).

Submit the following 3 weeks prior to event:

- Club Activities and Action form
- Travel Authorization for each person
- Signed Assumption of Risk and Release form for each student
- Signed On and Off Campus Conduct form for each student
- Copy of club minutes indicating approval of purchase
- Completed IPV
- Conference registration indicating exact cost and attendees
- Conference Agenda

If seeking reimbursement of expenses (must be pre-approved), submit the following by the 10th day of the month after travel:

- Travel Reimbursement form for each person
- All receipts (Hotel, Parking, etc.) signed
- Copy of conference agenda

4. For Reimbursements After Purchase (Must be pre-approved)

Submit the following 3 weeks prior to event or purchase:

- Club Activities and Action form
- Copy of club minutes indicating approval of purchase

Then submit the following within 15 days of purchase:

- Copy of pre-approved Club Activities and Action form
- Completed IPV form
- Receipts with your signature
- Names and signature of students who received the items

Note: EBT funds cannot be used to purchase items

Purchasing Food

Special state law restrictions apply when purchasing food with S&A funds:

1. Buying food is not allowed unless approved by the college's Vice President of Finance.
2. Purchases cannot exceed the [state per diem rate](#).
3. Food can only be consumed by the participating college's enrolled students.
4. Any leftovers must be offered to other students.

Having food at your event

Paying with a check

Submit the following 3 weeks prior to event:

- Club Activities and Action form
- Meals, Coffee, and Light Refreshments Form
- Meeting Program or Agenda
- Copy of club minutes indicating approval of purchase
- Invoice from vendor listing exact total cost
- IPV ***indicating Hold Check For Pick Up by club advisor***
- After event, submit names and signatures of students who attended

Reimbursement after Purchase

Submit the following 3 weeks prior to event or purchase:

- Activities and Action form
- Light Refreshment Form
- Meeting program or agenda
- Copy of club minutes indicating approval of purchase Then submit the following within 15 days of purchase:
- Copy of pre-approved Activities and Action form
- Completed IPV form
- Receipts with your signature
- Names and signature of students who attended
- Note: EBT funds cannot be used to purchase items

Celebratory Meals Off Campus

Submit the following 3 weeks prior to event or purchase:

- Activities and Action form
- Meals, Coffee, and Light Refreshment Form
- Meeting Program or Agenda
- Copy of club minutes indicating approval of purchase.

Then submit the following within 15 days of purchase:

- Copy of pre-approved Club Activities and Action form
- Completed IPV form
- Receipts with your signature
- Names and signature of students who attended

Potlucks

In the case of potlucks, the food policy does not apply. You will not be reimbursed for food provided at a potluck.

Travel Procedures & Conference Funding

There are specific guidelines for events that require off campus travel:

- o Club advisors must join students and be present during the entire length of the program, if the trip is outside city limits.
- o Students participating in a trip must be in good academic standing.
- o Students participating in college sponsored trips are subject to all rules and regulations of the Student Code of Conduct.
- o Any student violating the Student Code of Conduct while on travel status will be sent home immediately and required to pay all expenses associated with their participation.

For Payments for Conference Registration Outside of Tacoma

Submit the following 3 weeks prior to event:

- Activities and Action form
- Travel Authorization form for each student
- Signed Assumption of Risk and Release form for each student

- Signed On and Off Campus Conduct form for each student
- Copy of club minutes indicating approval of purchase
- Completed IPV
- Conference registration indicating cost and attendees
- Conference Agenda

If seeking reimbursement of expenses (must be pre-approved), submit the following by the 10th day of the month after travel:

- Travel Reimbursement form for each person
- All receipts (Hotel, Parking, etc.) signed
- Copy of conference agenda

Posting Procedures

- o All materials must be posted in official locations such as bulletin boards.
- o These items must be approved by Campus Life Center staff and date stamped prior to being hung.
- o No materials can be posted on walls, bathroom stalls, doors, cars, windows, etc.
- o Materials must include the following:
 - Title of event
 - Date, time and location of event
 - Club name
 - Cost of admission (if applicable)
 - Bates logo
- o ASG and Campus Life staff reserve the right to deny the posting or distribution of materials if the information is commercial, obscene, unlawful or contrary to the mission and vision of the college.

Club Events

Club events are a great way to promote your club and engage the student body. ASG and Campus Life is here to support your club events, please keep ASG staff informed of all of your event plans. Expenditures must be pre-approved.

Funding

Funding events takes a lot of pre-planning. You need to consider supplies, presenters, food and in some cases, insurance. See Club Funding Process (page 10) for the correct process for each request.

Advertise Your Event

Create posters and flyers to advertise your event to the campus community. Design them yourself or the ASG Public Relations officer can [help](#) you. See printing (page 7) and posting (Page 15). Also consider having your event displayed on the campus TVs.

Room and Space Reservations

Room reservations are free to student led clubs.

1. Chose a room you would like to hold your event and the date and time you would like to have the room reserved for. This time should include set up and clean up.
2. Have your advisor reserve the room though Outlook by sending a meeting request and inviting the room. Be sure to include as much detail about your event as possible, and how you would like the room set up.
3. Your room is not reserved until the request has been accepted by the room moderator.
4. Advise ASG staff of room reservations and room changes.
5. Clean up after yourselves.

Food Requests

1. Review the Purchasing Food section of this handbook (Page12). Remember all purchases must be pre-approved.
2. Complete Activities and Action form and **all required documentation** as (outlined on page 12) 3 weeks prior to event.

Club Fundraising

Clubs are encouraged to look into fundraising. Clubs can raise money by hosting events at a small cost, or having sales. Fundraising can be a great way to increase participation and awareness about the club, besides raising money.

Fundraising is regulated by the state and the college finance department. Prior to fundraising activities, clubs must get approval from the manager of student activities, and include them in fundraising discussions.