

# Student Activities Procedures

Revised May 2016

Durham Technical Community College provides a variety of activities, organizations, and clubs for students and the broader community. Educational, cultural, and social activities must support the college's mission, values, and strategic goals. The college establishes and follows processes and guidelines to encourage student engagement; foster student leadership; coordinate and provide administrative oversight of activities, organizations, and clubs as well as related funding and expenditures; charter official student clubs and organizations; maintain a safe learning environment; and ensure compliance with college policies and with state and federal laws.

Student clubs and organizations should become familiar with and must abide by all college policy and procedures. This information can be found online in the [College Catalog and Student Handbook](#)

The following sections outline the procedures and guidelines used to establish, regulate, and provide oversight for student activities, clubs and organizations as well as detail advisor responsibilities at Durham Technical Community College. In order to keep club and organization advisors informed with the most current information, this manual will be updated annually.

## Student Activities Purpose

Durham Technical Community College promotes and supports the following activities and services:

We encourage the development of relationships that will enhance and develop organizations to sponsor programs and activities that are of interest to the entire Durham Tech community.

**Leadership:** We provide opportunities to learn and apply leadership skills through a democratic process designed to develop and apply critical thinking.

**Social connections:** We offer programs that create an atmosphere conducive to the development of positive social connections.

Staff in the Student Development, Communications, and Activities office are responsible for supporting and coordinating extra-curricular student activities. For more information, visit [studentsenate@durhamtech.edu](mailto:studentsenate@durhamtech.edu).

## Characteristics of Successful Student Organizations

*Three core activities of any effective group include the following:*

1. Effective groups accomplish group goals;
2. Effective groups self-regulate activities and processes; and
3. Effective groups develop and change in ways that improve effectiveness.

*Eight essential characteristics of a successful organization are as follows:*

1. *Group members know each other well.* Teamwork and community building is the cornerstone on which all of the remaining characteristics are built. These dynamics must be present and continuously renewed if the organization is to function effectively.
2. *Members are involved in defining organizational purposes.* Group member motivation increases when members have the opportunity to establish their own goals and purposes.
3. *Members help generate ideas.* While it may be quite simple for a few group leaders to produce and sponsor special programs, thi





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# Expectations of Officers

## Academic Standing

Officers of student clubs and organizations are expected to maintain acceptable standards of academic progress while attending Durham Tech. The college requires that students maintain a minimum grade point average of 2.0. Each organization may establish higher GPA requirements for officers and members as long as the requirements are clearly detailed in the by-laws, but a minimum GPA of 2.0 is required for all officers and members. No student may hold membership in a college club or organization while under suspension from the college. All members of student clubs and organizations must adhere to the Student Code of Conduct.

## Adherence to College Policies and Procedures

Student clubs and organizations not adhering to policies and procedures established by the college risk the loss of active status and funding opportunities. Any incident by a student club or organization warranting disciplinary action will be reviewed by the Special Assistant for Legal Affairs/Ethics Liaison and the Senior Vice President, Institutional Advancement and Support.

# Common Descriptions of Officer Responsibilities

## President's and/or Vice President's Responsibilities

The President shall preside over all meetings, maintain order during all meetings, notify members of all upcoming meetings, develop and coordinate

After funds have been allocated, clubs and organizations must submit a Disbursement of Funds form to access allocated funds.

**All receipts from all activities must be turned into the Business Office and the Student Development, Communications, and Activities office no later than 30 days after the event occurs. Failure to submit receipts could place additional funding in jeopardy.**

**Step One:** Follow the guidelines for Reaffirmation of Active Status by Durham Tech Clubs and Organizations.

XMaintain active participation status with the Student Senate as is outlined in the Durham Tech Student Senate Constitution (Article V, Section 4 and Article VII, Sections 1 through 6). Responsibilities include but are not limited to an appointed representative's required attendance to Senate meetings, active participation in Senate activities, and participation on one standing Senate committee. Members of clubs/organizations are expected to know and abide by requirements to remain active as outlined in the Durham Tech Student Senate Constitution.

XPerform a minimum of 35 total hours of community service, of which proof must be provided through the Durham Tech Volunteer Log prior to the





# Fund Raising Ideas for Student Organizations

Attic sales	Popcorn sales
Auctions	Pre-packaged candy sales
Pre-packaged brownie sales	Pre-packaged chips sales
Car washes	Talent show
Pre-packaged cookie sales	Recycling projects
Coffee sales	Scavenger hunts
Pre-packaged doughnut sales	Stationery sales
Drawings	T-shirt sales
Garage sales	Valentine's Day specials
Plant sales	Yard sales

Student clubs and organizations intending to sell food must adhere to the rules and regulations set by the Durham or Orange County Health Departments and the General Statutes of North Carolina and must fill out the Club Activity Notification form. Students are encouraged to look at their own resources when planning fundraising activities.

## Raffles

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Commercial films, videotapes, and DVDs have copyrights that restrict the manner in which they can be shown. The standard used to determine whether permission is required from the copyright holder is referred to as “fair use.”

Neither the rental or the purchase of a video, DVD, or Blu-ray carries with it the right to show it outside of the home. No license is required to view a video, DVD, or Blu-ray inside the home by a family or social acquaintances. These same forms of media may also be used without a license for teaching in the classroom for a specific course.

Clubs or organizations wanting to show a movie at Durham Tech would require a public performance license to be obtained. This legal requirement applies regardless of whether an admission fee is charged, the organization is commercial or non-profit, or whether a federal or state agency is involved.

Movies may be rented from a distributor or clubs and organizations can purchase a copy of the movie that comes with public performance rights. A distributor to contact is [Swank Motion Pictures](#). A club or organization may also obtain written public performance rights from the copyright holder. A letter from the company, filmmaker, producer, or director of the film is acceptable for this purpose and must be on file with the Student Senate advisor in Wynn 10-209.

## Travel and Related Expenses

Extra-curricular travel provides outstanding learning opportunities, but can be expensive and can involve inherent risks. Travel should be well planned, expenses should be kept to a minimum, and any potential risks should be considered well in advance. Questions regarding liability issues should be discussed with the Dean of Student Development and Support.

The college's student accident insurance automatically covers all students enrolled at the college during on-campus and off-campus sanctioned activities. This accident insurance is provided to all student participants during student club or organization travel. Use of the Student Emergency Information form is also required, on which a student details emergency contact names and numbers, allergies, medications, and other pertinent health-related information. This form is kept confidential by the club advisor and only used in the event of a medical emergency.

When club or organization members vote to attend a state or national conference, perform community service as a group, or attend any type of function as a club, the club's or organization's advisor or a designated college faculty or staff member **must** accompany members of the club or organization during all college-sponsored or college-related travel. Individuals who are not currently enrolled students or employees of Durham Tech are not allowed to attend on-campus or

off-campus activities, unless they are an invited and registered guest of the campus club or organization.

**Step 1** Prior to

**Step 2**

**Step 3**

reservations should be made well in advance. Rooms may be reserved using the college's R-25 room scheduler on the Durham Tech website.

### **Barbara Baker Student Activities Room**

Student clubs or organizations may reserve the Barbara Baker Student Activities Room for meetings. Requests must be made via the club or organization advisor by using the R-25 reservation system.

### **Durham Tech Vehicles**

Durham Tech vehicles are available to student clubs or organizations for travel on a first-come, first-served basis. Vehicles are no a

## Advertising and Promotion

Communication can be challenging on a commuter campus, and often is a challenge at Durham Tech. Organizations are encouraged to use creative,

## PLAN TO SELL FOOD?

Officially sanctioned Durham Tech clubs and organizations may sell food considered non-perishable (such as pre-packaged chips), "bake sale" items (such as pre-packaged cookies, pre-packaged brownies, pre-packaged donuts, pre-packaged candy, pre-packaged crisped-rice treats, etc.), or "fun foods" such as dip ice cream, coffee, popcorn, candy apples, cotton candy, funnel cakes, and soft pretzels. Items such as cream-filled cakes and pies are prohibited.

Officially sanctioned student clubs and organizations may sell hot food only if they can provide documentation proving they are exempt from federal income tax (having 501(c)(3) status). If your club or organization falls within this category, a Student Senate advisor, located in Wynn 10-209, must receive a copy of the document noting the organization's non-profit status along with the Club and Activity Notification form. Copies of this documentation will be kept on file for use when requested by the Durham or Orange County Health Departments.

Organizations having 501(c)(3) status are exempt from obtaining a permit by the Durham or Orange County Health Department and may only sell hot foods or drinks a maximum of once a month for a period not to exceed two consecutive days.

Clean-up hikes	Habitat for Humanity projects	Musical performers
Crime prevention programs	Homeless shelters	On-campus health fairs
Charity Walks	Holiday parties for children	Prescription eyeglass drives
DWI awareness programs	Information booths on first days of classes	Salvation Army volunteers
Environmental awareness	Local travel to exhibits or conferences	Special Olympics volunteers
Exhibits/conferences on campus	Mentor programs	Toy drives for the needy
Financial donations to charities	Modest receptions to celebrate graduations	Voter registration drives
Guest lecturers		Yard work for the elderly / disabled

## Advisor Responsibilities

Student Development, Communications, and Activities staff are valuable resources for clubs and organizations. Staff may assist with ideas related to teambuilding, provide information about student development, and assist when organizational problems or issues arise. Please feel free to consult these staff. Club and organization advisors are required to be "exempt" or "non-exempt" full-time faculty or 0.005 Tc -0.011 Twta0.015 Tw for clumst0rsrgiul009 ad(3)10 (o)-8 H10oo4 (e)-11 (d 1.93 (i)4 ta

*f* Advisors are to have advance knowledge of all club or organization meetings and activities.  
**Advisor attendance at all club or organization meetings is mandatory.**

*f* Advisors are required to attend all club or organization off-campus activities or travel sponsored by the club or organization or require the club or organization to make arrangements for another faculty or staff member who meets the advisor requirements to attend. If arrangements are made for another qualified college employee to attend, the Student Senate advisor must be notified prior to the activity, with the name and contact information also provided.

*f* Advisors must ensure that the club or organization adheres to all college policies and regulations regarding off-campus activities, student travel, the Drug-Free policy, the Tobacco-Free Campus policy, and the Student Code of Conduct as outlined in the Durham Tech Catalog and Student Handbook.

*f* Club and organization advisors are to require and ensure that all students under the age of 18 complete and submit a Parental Permission for Students under age 18 form prior to participating in college-sponsored or college-related travel.

*f* Advisors are aware of the Drug-Free College



*f* Advisors are to encourage students to participate in college activities such as Welcomania, Fall Fest, Spring Fest, and the MLK Celebration.

## Scope of Authority of Advisors

Advisors are to be aware of the scope of their authority. Advisors have the authority to make decisions that affect the student's academic progress.