Introduction

Maui Community College is committed to providing co-curricular activities that will assist students in the development of leadership skills and community service skills that compliment excellent classroom education. Learning how to use these skills is as important as knowing they exist. Maui Community College is committed to teaching students how to work together to achieve as groups the things that cannot be achieved as individuals. Involvement in student organizations provides a lifetime learning experience that builds skills students can use in their emerging role as global citizens.

Rights and Responsibilities of MCC Student Clubs and Organizations

All MCC organizations are expected to comply with their approved and filed Constitution and the guidelines of the College to remain a recognized organization and receive funding from the Associated Students of Maui Community College (ASMCC).

Organizations will maintain a current list of officers with the Student Life Office.

Open membership without discrimination to students of MCC is a constitutional requirement for all student organizations.

The Student Life department must be informed of all programs and activities approximately one month prior to the event. This will help to maintain a master calendar of events. Visit the ASMCC web-site at http://maui.hawaii.edu/student E-mail Robin Felber felber@hawaii.edu or Elena Alexander aelena@hawaii.edu with event details to be included on the calendar.

Club members are expected to attend the weekly scheduled ASMCC meetings to deliver a club report of upcoming and previous activities and programs and to receive information concerning upcoming campus wide events, and any other pertinent policies and issues concerning students.

All organizations must comply with the College’s Fundraising Policy.

Spending of student activity funds must be in accordance with MCC financial policies, procedures and funding guidelines.

No organization will represent or imply that they speak for or in the name of, MCC and its chartered organizations.

All MCC student organizations are responsible for their actions or obligations. Responsibility for any actions that violate federal, state, and local laws, or ordinances, and regulations shall be assumed by the individuals committing the violations.
All organizations must maintain adequate documentation of all meetings, members, and attendance. That documentation may be requested at any time by the Student Life department to verify club officers or events.

**Organization Privileges**

Registered organizations are allowed to use campus facilities and request the use of tables, chairs, or any other needed equipment. You may reserve the student lounge by calling June at 984-3403. Advisors are able to schedule rooms via the room scheduler.

Registered organizations are allowed to request student activity fee funding for activities and programs from ASMCC.

Registered organizations can receive help from the Student Life department with generating ideas for club activities and problem solving. Organizations can also request training of members and officers and help publicizing club activities through announcements and posters.

Registered organizations have access to MCC’s student newspaper, Ho’oulu for advertising or dissemination of information. Ho’oulu advertising is encouraged.

**Continuing Club & Organization Registration**

Student activities at MCC are coordinated through the Student Life department, which will maintain a master calendar of campus and club events. MCC encourages student activities that will enhance the development of and exposure to participation in social, cultural, intellectual, recreational, spiritual, and governance programs. Students have the right to join, organize, and assume responsibility for associations that promote common interest. MCC has a right to protect its properties and requires any group of students desiring to use college property to be registered.

Every continuing organization must reapply for recognition by the third week of every fall semester by submitting a *Student Organization Registration* form.

Organization membership is limited to students who are currently enrolled at MCC, and open membership, without discrimination, is practiced. Any organization registering as returning must have at least five currently enrolled active students.
Getting Started as a New Student Club or Organization

Organizers of new organizations should create a flyer to notify students when a new club is starting. The flyer should contain the type of organization being created and the date, the time, and the place of the first meeting. Turn in the completed flyer to the Student Activities department, and we will help post the flyer.

Registering an organization requires filling out the Student Organization Registration Form, and submitting it to the Student Life Office. An example of the form can be found in this handbook.

Any MCC student may organize a club anytime throughout the academic year. Organization membership is limited to students who are currently enrolled at MCC, and open membership, without discrimination, is practiced. Any organization registering as new must have at least five currently enrolled, active students.

Conduct the first meeting. The purpose of this meeting is to gather interested students and begin to gather ideas for the new organization. Now is the time to start a membership list and get started on creating the club constitution. An organization constitution template is included in this handbook. Exchange e-mails and phone numbers and set a time for the next meeting.

Every campus organization must have a Faculty/Staff Advisor. This can be a teacher, counselor, or other staff member. When an advisor has agreed to help your club, they must sign the Student Organization Registration Form.

Create another flyer and announce the next meeting. During this meeting, the constitution should be finalized and adopted by vote, an official membership list should be made, and official officers should be elected, the President, Vice President, Secretary, and Treasurer. Once this is done, the Student Organization Registration Form can be completed. From this meeting onward, regular attendance and minutes must be recorded.

MCC Student Organization Advisors

Every registered organization is required to have at least one faculty or staff advisor. The advisor plays a key role in assisting the organization to establish and conduct a program of activities. Advisors must sign the Student Organization Registration Form.

Maintenance of at least one faculty or staff advisor for assistance and advising is mandatory. The responsibilities of an organization advisor are varied.

The advisor should reserve an appointment with the President or Chair before each meeting and help prepare the agenda.
Organization advisors are expected to assist with the formulation and/or revision of the student organization’s Constitution and Bylaws, and help make sure the group does not violate their own Constitution.

Student organizations may need assistance in proper scheduling of meetings for the club. Advisors serve as a resource person at organization meetings on a regular basis and should attend general and executive meetings, speaking up during discussion when possessing relevant information or advice that will help the group. This includes being familiar with and explaining College policy when relevant to the discussion.

Advisors should assist and advise the students in planning, implementing, and evaluating the programs and activities consistent with its purpose. Advisors should also assist with the development, training and orientation of new club members.

Advisors work with the officers of the organization to maintain accurate records of finances, programs, and activities in order to promote organizational documentation and efficiency. Included in this is receiving official copies of all documentation.

If questions or problems arise, the advisor should consult with the Student Activities Coordinator for additional information or help.

The advisor is needed to represent the group in any conflicts with members of the College staff or faculty.

Advisors should be custodian of all organization records during the summer and between the changeovers of officers if the organization.

The advisor should inform the organization’s leadership if they are not going to return as advisor so there is adequate time for the organization to recruit another advisor.

**Organization Funding & Fundraising**

MCC student organization funds are derived from student activity fees and are available for registered organization use. Student activity fees provide enrichment during the academic year and registered MCC organizations are asked to promote student participation and learning by providing various experiences. The ASMCC Senate will allot the amount of funds to be dispersed.

The *Request for Funding*, form A-01 and the *Budget Estimation Worksheet*, form A-02 must be filled out to request funds from ASMCC. Forms can be picked up at the Student Activities department. Examples of these forms are included in the handbook.

Clubs need to call 984-3552 or e-mail Amina Abdusamad <amibeans@yahoo.com> by Monday to be placed on Fridays meeting agenda. ASMCC meets every Friday at
10:00AM in the Wong Room, Student Government office. Bring completed ASMCC Request for Funding and ASMCC Special Event Budget Estimation Worksheet forms, and be prepared to answer any questions that the council may have. Partially completed forms may not be reviewed at meeting due to time constraints.

An organization must request the funds thirty days prior to when the funds are desired by submitting the form to the ASMCC Senate for approval during a scheduled Senate meeting. Funding will be in the form of a purchase order issued to the organization’s vendor of choice. Funds will not be disbursed directly to organizations.

Request for funds are approved according to the following criteria:

- The organization is recognized and in good standing.
- The number of times the organization has requested funds previously during the semester
- Merit of proposal relative to other proposals under review.
- Availability of funds
- How much the organization has done for the MCC community.
- The proportion of the club’s own efforts to fundraise.

Fund request may be approved, adjusted, partially funded or denied.

The contact person is responsible for turning the receipts in to the Student Life Office, no later than 24 hours after the purchase. This is to ensure that the vendor is paid on time. Failure to comply with this standard will result in future denials of funding.

Clubs will be held responsible for improper purchases. An improper purchase is an item that was purchased that was not listed on the purchase order. You may only purchase what is listed on the purchase order. If the PO says food and drink and the club purchases leis, that is an improper purchase. The club is now responsible to pay for that item.

The ASMCC Student Senate carries undesignated funds forward annually as surplus funds.

Registered organizations are allowed to fundraise. For the purpose of this handbook, the term “fund raising” refers to those events scheduled on campus or off campus with the intent to raise monies for an organization/club through solicitation of donations, the charging of admissions, or the selling of products and services.

Organizations/clubs shall not solicit funds or stage events without specific prior approval. Prior application must be made and approved by the Student Life Coordinator acting on behalf of the chancellor.
In all cases of fund raising, the applicants are required to file a written application indicating the purpose of fundraiser and the anticipated income and expenses at least 30 days prior to the event. The club must file a complete income and expense statement with the Student Life Coordinator within 30 days of the conclusion of the event.

The organization’s financial records can be subject to a fiscal audit upon the request and direction of the Student Life Coordinator and/or an ASMCC Senate member.

Any fundraiser, which involves the preparation and sale of food not supplied by MCC’s food service contractor, requires clearance and approval from the Sanitation Branch, Environmental Health Division of the State Department of Health, or a certified food provider.

The organization’s representatives are responsible and accountable for all aspects of the fund-raiser, including any problems that result from or are related to this activity. This may include but is not limited to product fraud or problems from the sale of merchandise; refunding money in the event of a program misrepresentation or cancellation; legal responsibility for any raffle conducted; and any other customer/consumer problems. Occurrences such as these are not taken lightly within the University system.

Representatives of the organization, including the organization’s advisor, must be involved in the planning, development, carrying out and follow-through of the fundraising event.

In all phases of carrying out the fundraising event, federal, state, and local laws regarding food preparation, taxes, etc. will be complied with.

Maui Community College reserves the right not to allow use of its facilities or funds. These reasons include but are not limited to the following: inappropriate use, past abuses, health and safety factors, potential property damages, public and/or college nuisances, lack of space, energy conservation, lack of utilities, lack of security, lack of custodial services, and potential injury.

The Student Life Department

It is the mission of the Maui Community College’s Student Life department to create a vibrant and active campus community. The vision of that community is a group of individuals engaged in social interaction, possessing common interests and goals, who show concern for and are sensitive to the needs of other members. More specifically, a community transmits common goals and values. It fosters the ability to achieve deeper, more intimate relationships with people, frees interpersonal relationships, and increases self-acceptance and acceptance of others. A solid campus community aids in shaping and
developing a sense of personal integrity and ethics, shapes attitudes and values, and modifies human behavior in a positive direction.

Activities and involvement in student organizations, clubs and activities play an invaluable role in the development of our campus community. Invite and encourage students to join your group and share your organization and personal cultures. Encourage students to start new groups and explore new ideas. Support each other by attending events and volunteering with community projects. Use all campus resources available to your group and work to build community with each event and activity.

Illicit Drug & Alcohol Policy

Copies of policies governing the possession, consumption, serving and sale of illicit drugs and alcohol on the University of Hawaiʻi, Maui Community College campus are available in the Student Activities office and the Office of the Chancellor for Community Colleges.

Maui Community College does not allow alcohol and drugs on the campus.

This Official Notice, by the University of Hawaiʻi Office of the President, is issued pursuant to the requirements of the federal Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988.

In conformance with the existing law, University faculty, staff and students are not permitted to manufacture, distribute, possess, use, dispense or be under the influence of illegal drugs and/or alcohol as prohibited by State and Federal law, at University-sponsored or approved events or on University property or in buildings used by the University for education, research or recreational programs. Consistent with its mission, the University will cooperate with law enforcement agencies responsible for enforcing laws related to the use of illegal drugs and alcohol. Students found in violation of this part shall be subject to the provisions of the student conduct code. Faculty and staff found in violation of this part are subject to disciplinary action as provided in collective bargaining agreements, University policy, and other applicable State laws and rules.

The University recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Students, faculty and staff members with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling and prevention services. The University will not excuse misconduct by employees and students whose judgment is impaired due to substance abuse.

State law regulates the purchase, possession or consumption of alcoholic beverages. Students are expected to know and abide by state law and by University rules and regulations governing the use and consumption of alcoholic beverages on campus. Students are referred to Board of Regents policy, executive policies and campus guidelines regulating the use and consumption of alcoholic beverages on campus.
Students are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs, as prohibited by state law, at University-sponsored or approved events, on University property or in buildings used by the University for its educational or recreational programs. Reasonable suspicion of possession or use of illegal drugs and substances on campus may subject the students involved to investigation.

Sanctions that may be imposed on violators of the alcohol and drug related sections of the Student Conduct Code include disciplinary warning, probation, suspension, expulsion or rescission of grades or degree. Copies of the full text of the Code and the Hawai’i Penal Code are available in the Office of the Dean of Student Services.

Campus-sponsored activities on campus are not allowed to serve or condone alcohol and drugs.

Copies of policies governing the possession, consumption, serving and sale of alcoholic beverages on the University of Hawai’i Community College campus are available in the Office of Student Services and the Office of the Chancellor for Community Colleges.

**APPENDIX - Forms**

- Student Organization Registration Form
- ASMCC A-01 Request for Funding
- ASMCC A-02 Budget Estimation Worksheet
- ASMCC A-03 Request for Funding Criteria Agreement
- ASMCC A-04 How to Plan an Activity
- Event Planning Checklist and Vendors