



Clubs and Organizations
Handbook
2024

Blue Ridge CTC Club Introduction

Involvement in clubs and organizations can be a vital part of a student's college experience. Participation in these groups provide students with an opportunity to connect with their peers outside of the classroom. In addition, students are able to expand upon their personal and career-related interests while further developing a variety of skills.

Non-Discrimination

A club or organization may be formed as long as it benefits the student body. Blue Ridge CTC is committed to fostering a diverse and inclusive culture by promoting diversity, inclusion, equality, and intercultural and intercommunity outreach. Accordingly, the College does not discriminate on the basis of race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression in the administration of any of its educational programs, activities, or with respect to admission or employment. This advertisement is for informational purposes only. Printed and/or electronic documents produced by the College do not constitute a contract, expressed or implied, between an applicant or student

Diversity: Student Services encourages and expects a commitment to diversity and inclusion among all student clubs and organizations. Officers and members should keep this in mind when planning meetings, events, and activities. It is important for every member to feel supported and included.

All BRCTC students are eligible for club membership.

Types of Clubs

Blue Ridge CTC students can form clubs that benefit the student body:

1. Academic: based on academics or specific career fields. Membership is given solely to students in specific programs of study and/or based on their GPA.
2. Community Service: students wishing to join together in an effort to give back to the community and volunteer for projects benefitting non-profit organizations
3. Recreational: noncompetitive sport or health group that challenges members physically and emotionally through recreational activities
4. Special Interest: allows students with a common social or leisure interest, hobby, or activity to come together

Want to start a new club/organization?

To effectively organize your new group, consider the following questions:

1. What is the purpose of your group?
2. What will be the goals of your group and how will you accomplish those goals?
3. Are there other students you know who would like to join?
4. What type of commitment will members need to make to the group?
5. How will you identify and recruit members?

6. Who will serve as the advisor(s) for the group?

Answering these questions will help prepare your group to begin the registration process. If your organization is unclear about any of these items or would like assistance, please contact Student Services.

Current Listing of Blue Ridge CTC Clubs and Organizations

Phi Beta Lambda (PBL)
Phi Theta Kappa (PTK) International Honor Society
Rotaract
S.A.G.A
Space Club
Student Government Association
Student Nurses Association (SNA)
Student Veterans Association
Sports Club

What you need to start a club:

1. Club Application Form (see Appendix)
2. Consenting Blue Ridge CTC full- or part-time faculty or staff advisor
3. Roster with at least five students who want to become members and one of those students to act as an officer
4. Create an outline of your Club's constitution.

Once all of the correct information is compiled it must be given to Student Services to be reviewed and approved. The required materials may be emailed from your BRCTC email to jbarrett@blueridgectc.edu

SAMPLE CLUB CONSTITUTION

[CLUB NAME]
CONSTITUTION
[DATE ADOPTED]

ARTICLE I: NAME

State the club's official name.

ARTICLE II: PURPOSE

State the purpose of the organization's creation and its objectives

ARTICLE III: MEMBERSHIP

A: State who is eligible for membership into the club (assuring no discrimination).

ARTICLE IV: MEETING

A: State how many and when meetings of the membership will be held during the year.

B: State procedures for calling regular and/or special meetings.

ARTICLE V: EXECUTIVE BOARD

A: State the club officers and each of their duties

B: State process for filling officer vacancies within the Executive Board

ARTICLE VI: ELECTIONS

A: State officer positions that will be selected by the membership, length of term for each officer, and how many times a person may hold the same officer position.

B: State the procedures for nominations and timeline for when they take place.

C: State how nominees will present their qualifications and how and when elections are held.

D: State procedures in case a run-off is necessary

ARTICLE VII: FUNDS

State procedures for the allocation of club funds (funding from clubs program, member dues, fundraising, etc). If applicable, state the justification and purpose of membership dues.

ARTICLE VIII: COMMITTEES/DIVISIONS

State what standing and/or ad-hoc committees or what divisions will exist in the club and the function and composition of each.

ARTICLE IX: AFFILIATIONS

State any club affiliations with local, state, regional, or national associations/organizations.

ARTICLE X: ADVISOR

State procedures to determine selection of advisor and duties of each.

ARTICLE XI: RATIFICATION

State how the constitution will be approved by the membership

ARTICLE XII: AMENDMENTS

State how amendments to the constitution will be proposed and how it will be ratified.

ARTICLE XIII: BYLAWS

State procedures for the inclusion of any rules or regulations specific to the club.

End of Year Report

Clubs will remain active as long as an End of Year Report is submitted to **Student Services by June 1st of each year**. An End of Year Report should contain the following:

1. List of special accomplishments or services performed
2. Prior year budget and fundraising record
3. Membership activities (what has been done/planned to retain or recruit members)
4. New officer information and current roster of active members and advisor
5. Any updates to the club constitution
6. Dates of when meetings were held.
7. Have an advisor who is a BRCTC faculty or staff member.
8. Participate in the Club and Organization Fair.
9. Partner with Enrollment Management for at least one event per semester.

Important Information: Notify Student Services immediately if the club or organization makes any changes to the constitution, bylaws or advisor.

Officer transitions are the responsibility of both the outgoing and incoming club leaders. The passage of knowledge, experience, accomplishments, and goals for student organizations will help current officers gain a sense of completion as their term comes to an end and set the new officer up for success as they begin their term. Suggestions for officer transitions:

1. Make sure the first meeting with new leadership is a joint meeting with outgoing leadership. This allows members and leadership to interact in a more comfortable setting.
2. Incoming leaders should set up meetings with the outgoing leaders, their club adviser, and the Student Success Coordinator to review club purpose, leadership roles, and expectations. It's great to hand a new leader a binder full of information, but they should also be given the opportunity to interact and ask questions.

Any Club or Organization that does not adhere to the policies above risks the chance of losing recognition.

Advisor Responsibilities

The role of an advisor may vary from club to club based on needs and goals. The advisor should take an active role in the success of a club and never be considered “just a signature” in order to receive recognition. When forming a club, the student leadership and the advisor should meet to determine the role and expectations of the advisor and the advisor’s expectations of the students. Advisors should:

1. Advise club appropriately to ensure programs conform to BRCTC’s mission and policies and follow the club’s purpose as stated in their constitution.
2. Assist the group with formation and/or revision of the club’s constitution.
3. Meet with club leadership at least once each semester and attend on-campus events (or find a stand-in) if held outside of regular business hours. Advisors do not have to attend all club meetings.
4. Encourage and assist the club to carry on an active and significant program, recruit new members, and transition to new leadership.
5. Open an account for students if they plan to do any fundraising and co-sign any deposits or expense forms with the designated student leader (i.e. president or treasurer). It is not the responsibility of the advisor to manage the monetary records of the club.

Meeting Spaces on Campus

Blue Ridge CTC clubs are exempt from rental fees associated with meeting spaces on campus. There are conference rooms and classrooms that are available for students to reserve after the semester’s class schedule has been confirmed. To reserve a room, you would need to e-mail rooms@blueridgectc.edu with the following information:

- Date
- Start time to end time
- Location

The following policies have been established for orderly scheduling and use of facilities:

- Room requests will be granted on a first-come, first-served availability.
- Classrooms may be used for normal weekly meetings free of charge. However, a clean-up and/or set-up fee will be assessed to those groups that do not clean up or leave the room in disarray after use.

Planning and scheduling events

All club-sponsored events must be registered with the Office of Student Life. The Event Coordinator is required to submit an e-mail to jbarrett@blueridgectc.edu. A full list of activities must be submitted prior to the beginning of each semester. Deadlines as follow: Fall- July 15th and Spring- November 27th.

Planning and scheduling an on-campus event

The following policies have been established for orderly scheduling and use of facilities:

- Room requests will be granted on a first-come, first-served availability.
- Classrooms may be used free of charge. However, a clean-up and/or set-up fee will be assessed to those groups that do not clean up or leave the room in disarray after use.

In the event that the College officially closes due to inclement weather condition or other circumstances, all student activities planned by student organizations will be cancelled. The Event Coordinator should contact Sara Gordon if the organization wishes to reschedule the meeting.

Planning and scheduling an off-campus event

All club-sponsored events and activities, including those held off campus, must be registered with the Office of Student Life. An email must be submitted to jbarrett@blueridgectc.edu at least ten (10) business days before the event.

It is important to note that the liability and responsibility of the College does not extend to off-campus locations; therefore, officers of student groups should realize that the student group stands alone in its assumption of risk at these programs. The club members and Advisor must take “reasonable care” to ensure that local, state, and federal laws are upheld and the safety and security of guests is maintained. As with on-campus events, officers, members, and guests may be held liable for violations of the *Student Code of Conduct* or local, state, and federal laws.

Posting and Recruiting for Membership or Fundraisers on Campus

The Advisor must receive advance approval from the VP of Enrollment Management for all posting on public bulletin boards on campus. The VP of Enrollment Management reserves the right to deny the posting or distribution of flyers or posters if information or material is commercial, obscene, unlawful, and/or contrary to the mission and goals of BRCTC. Unless designated as a posting area, all areas on campus are considered non-posting areas and materials will be removed. Absolutely NO tape shall be used to hang fliers. Any postings that do not have explicit approval will count as a sanction against the Club or Organization.

Flyers: All flyers, both for distribution on campus and off campus, must be reviewed by the BRCTC Marketing Department. If you wish to use the school logo, you must have approval from Marketing. It important to always preserve the integrity of the school logo. If your event needs flyers, contact marketing@blueridgectc.edu to discuss flyers. Flyers may be handed out, but can only be hung on appropriate bulletin boards.

Social Media: Student organizations using social media to market events must abide by the College policy on Social Media. All logins and passwords must be sent to marketing@blueridgectc.edu Snapchat, TikTok and individual Clubs and Organizations websites are not allowed.

Public: If events are open to the public and are newsworthy, contact marketing@blueridgectc.edu six weeks in advance to help promote your event.

ListServe and Website: Clubs may use the ListServe and the Website for marketing. Email a request to marketing@blueridgectc.edu

Guest Speakers

As an organization, you are encouraged to explore and discuss questions that are of interest to the group. In line with this, guest speakers may be invited to organization events. Any costs and/or fees, if any, are the responsibility of the sponsoring organization. Registered student organizations may invite guest lecturers, panel participants, discussion leaders, etc. to speak provided such programs are registered with and approved by **Student Services a minimum of four weeks in advance**. Any club that invites speakers on campus for a debate must have the opposing side present. **No arrangements with guest speakers are to be made until the proper forms have been completed and approved.** (A request for contract review, contract submitted three weeks prior, and a W-9 form). **Do not sign any contracts with speakers. Your College advisor is responsible for any financial contracts and working directly with the BRCTC Finance Office to comply with all requirements.**

All speaker requests must be submitted to Student Services at jbarrett@blueridgectc.edu or HQ 1300 before hosting said event. The College reserves the right to deny requests.

Movie Policy

There may be a fee assessed per movie shown per copyright law. Please contact SWANK at 1-800-876-5577 or at www.swank.com to determine the fee that will be charged per movie title.

Under the US Copyright Act, Public Law 94-553, Title 17 of the United States Code, Section 106 “the copyright owner has the exclusive right, to perform the copyrighted work publicly.” Hence, student organizations who wish to show a copyright motion picture or audiovisual must acquire a license.

Exceptions to the movie policy include movies shown for home use or teaching activities.

Funding

Student organizations are permitted to hold accounts at the financial institution of their choosing. The responsibility of those accounts rests solely with the students and the Organization, not the College. Best practice is that each account has two signing authorities. The College does not take any financial responsibility. Each Organization is responsible for monitoring off-campus activities. The College does not provide tax identification numbers for purposes of opening such accounts.

Each Organization shall submit a finance statement at the beginning of each semester. This statement shall include the opening balance, naming of signing authorities, and location of the account. The Advisor will need to sign this statement. At the end of each semester, Clubs and Organizations shall submit a closing statement, which accounts for all debits and credits, sources of fundraising, and signed off by the Treasurer and Advisor. This shall be submitted to jbarrett@blueridgectc.edu. Failure to do so may limit an Organization use of facilities.

Checking Account: Checking accounts are allowed.

1. Checks must always have two signatures, both must be BRCTC employees.
2. Checks must have “requires two signatures” under the signature line on the check.
3. The Club/Org name should go on the check not someone’s name.

Fundraising

Fundraising is defined as requests for pledges, cash, corporate sponsorships, items of property, donated services, in kind gifts, and sales of items. All fundraising must be pre-approved by the Executive Staff. This ensures that each Organization will be able to be successful and not in competition with College operations or another Organization’s attempt at fundraising. Individuals may not solicit on behalf of the College. All donations, monetary or tangible, need to be included in the semester closing statement. The College will not authorize sales of food on any campus location during operation hours of the Cafe.

Requests for fundraising need to be submitted to jbarrett@blueridgectc.edu and include the event, proposed use of funds, any donated items, date, and marketing needs.

Guidelines for fundraising are as follows:

1. Fundraising should be done for a purpose, whether it is to benefit your Club or an outside non-profit organization. If benefitting your Club, the organization will need to work with the advisor to set up an account which stays with the Club from year-to-year.
2. Get permission to fundraise from Executive Staff. Your College Advisor should work directly with their respective supervisor to secure this approval.
3. **Do not sign any contracts. Contracts need to be reviewed and signed by the College’s Finance Office.**
4. Club members are not permitted to engage in office-to-office solicitations on campus.

5. Students may not fundraise anywhere on campus that will disrupt classroom learning or day-to-day operations of the college.

Not Approved Events:

1. Food- due to Berkeley County Health Department regulations.
2. Cash across the campus.
3. Raising money for an outside organization.
4. Unapproved events/fundraising are not allowed.
5. Solicitation of a business.
6. If you are a Club Advisor you cannot ask people to buy from you.
7. Club Advisors cannot ask for money.
8. Events that involve alcohol.
9. Joe Corby or other catalog sales are discouraged.
10. Door-to-door sales.
11. Coin jar by exception only.

Approved: (Still must go through Executive Staff)

1. Off campus bake sales.
2. Spirit Nights.
3. Guest speakers. (see contract statement under events)
4. Movie Nights: Follow copyright laws.
5. Paint Nite on campus: Must clean up. Zero alcohol. (still needs to be approved)
6. Paint Nite off campus: Recommended that alcohol not be present.
7. T-shirt sales.
8. Unsolicited donations: the Club must have a conversation with the Foundation. Tax communication is necessary. Individual Clubs do not have tax ID numbers; therefore, the receipt cannot be used for tax purposes unless it goes through the Foundation.

Grants: Clubs can apply for but must follow the following guidelines.

1. Must work with your Vice President of the school division for preauthorization.
2. Must turn in your grant to Leslie See at lsee@blueridgectc.edu
3. Your department Vice President must submit the request for approval through Executive Staff and the President's Office.

Club Actions Prohibited by BRCTC

1. Personally profiting from a Club or soliciting from Club membership is prohibited.
2. Unapproved fundraising activities are not allowed.
3. Hazing of any kind will not be tolerated. Violations will be sent to Assistant Dean of Students.
4. Clubs may not discriminate against any students as stated in the Student Handbook.

Hazing

Hazing is defined in the West Virginia Anti-hazing Law (1995) as:

"To cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons or causes another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any recognized student Organization. The term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual or individuals, and includes any activity which would subject the individual or individuals to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual or individuals, or any willful destruction or removal of public or private property: *Provided*, that the implied or expressed consent or willingness of a person or persons to hazing shall not be a defense under the section."

The Anti-hazing Law further states:

"Any person or persons who causes hazing is guilty of a misdemeanor and, upon conviction thereof, shall be fined no less than one hundred dollars nor more than one thousand dollars, or confined in a county or regional jail, not more than nine months, or both fined and imprisoned."

Students involved in hazing activities are also subject to institutional disciplinary action that may result in the sanctions of suspension or expulsion. Student organizations involved in hazing activities are subject to disciplinary action which may result in the loss of institutional privileges or recognition.

Possible Sanctions

The following sanctions may be imposed upon any group or student organization:

- Official warning
- Activity restriction/loss of privileges
- Probation
- Fines
- Restitution
- Discretionary sanctions
- Loss of selected rights and privileges for a specified period of time
- Deactivation

Inactive Organizations

The registration of a student Organization may be considered inactive for any of the following reasons:

1. A written request of the officers of the Organization
2. A constitutional provision dissolves the Organization
3. An Organization fails to hold meetings or activities for an entire academic year
4. Violations of regulations, policy, or other cause

A student Organization which is deemed inactive shall, for all purposes, cease to exist and will no longer be afforded any benefits or have any privileges. Inactive status may be for a specific period of time (suspension) or for an indefinite period of time (expulsion). All violations of College regulations or policy will result in an investigation by Student Services.

The Vice President of Enrollment will make the determination regarding the suspension or expulsion of registered group status.

Campus Safety

HQ: 304-260-4380 ext. 2250 or 2251

TC: 304-260-4380 ext. 2253

MO: 304-260-4380 ext. 2252

Appendix

STUDENT CLUB AND ORGANIZATION APPLICATION

Date:

Name of
Club/Organization:

Purpose and Goals:

Proposed Activities:

Requirements for
Membership (if any):

National Affiliation:

Meeting
Schedule/Frequency
and Location:

Club Member Names:

Advisor Name:

As advisor, I fully understand the duties involved and consent to serve as an advisor for this organization.

Advisor Signature:

Return completed form via email to: jbarrett@blueridgectc.edu

FAIR USE COPYRIGHT GUIDELINES

Single copying for teachers- A single copy may be made of any of the following by or for a teacher at the teacher's individual request for the teacher's scholarly research or in use in teaching or preparation to teach a class: a chapter from a book; an article from a periodical or newspaper; a short story; short essay or short poem, whether or not from a collected work; and a chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

Multiple copies for classroom use- Multiple copies (not to exceed in any event more than one copy per student in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that: the copying meets the test of brevity and spontaneity as defined below; and meets the cumulative effect test as defined below; and each copy includes a notice of copyright.

Brevity

1. *Poetry*: (a) A complete poem if less than 250 words and if on not more than two pages, or (b) from a larger poem an excerpt of not more than 250 words.
2. *Prose*: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work whichever is less, but in any event a maximum of 500 words. (*Each of the numerical limits stated in 1 and 2 above may be expanded to permit the completion an unfinished line of a poem or an unfinished prose paragraph.*)
3. *Illustration*: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
4. *"Special" works*: Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometime for children and at other times for a more general audience fall short of 2,500 words in their entirety, Paragraph 2 above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the test thereof, may be reproduced.

Spontaneity

1. The copying is at the instance and inspiration of the individual teacher, and
2. The inspiration and the decision to use the work and to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

1. The copying of the material is for only one course in the school in which the copies are made.
2. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work of periodical volume during one class term.
3. There shall not be more than nine instances such multiple copying for one course during one class term. (*The limitations stated in 2 and 3 above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.*)

Prohibitions as to Single Copying for Teachers and Multiple Copies from Classroom Use- Notwithstanding any of the above, the following shall be prohibited: A) Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts there from are accumulated or reproduced and used separately; B) There shall be no copying of or from works intended to be consumable in the course of student or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material; C) Copying shall not: a) substitute for purchase of books, publishers reprints or periodicals; b) be directed by higher authority; c) be repeated with respect to the same item by the same teacher from term to term; d) no charge shall be made to the student beyond the actual cost of the photocopying. *Source: Library of*

Congress, Copyright Office, Circular 21, Pamphlet dated 12/24/95.