



Student Club Handbook

Updated 2019

Introduction 3

Starting a New Student Club..... 4

Renewing a Student Club..... 4

Roles and Responsibilities 5

Compliance for Student Clubs..... 6

How to Write and Maintain a Constitution & By-laws7

Finances 8

 Purchases 8

 Purchasing Methods..... 8

 Fundraising 9

 Allocation Process 9

Special Rules Applying to Hosting Bingo or Other Lottery Events.....10

 Bingo, Raffle, or 50/50 Event.....10

Important Contacts..... 11

Additional Resources.....12

 Sample Club Start-Up Form.....13

 Sample Agenda 14

 Sample Meeting Minutes.....15

 Sample Claim Form.....17

 Sample Allocation Form18

 Sample Request Letter19

 Sample Affidavit of Authorization20

Introduction

Western Dakota Tech believes that student clubs are a vital part of the campus community. Student clubs play a major role in creating a positive social, cultural, and academic environment at the school. Participation in student clubs enhances personal development and growth and can serve as an important source of personal and professional support.

This handbook is designed to assist you in starting a student club and in understanding the policies and procedures that will enable your group to function effectively. In addition, there is information on the various campus offices that can assist you in your endeavors.

For questions, support, and assistance in starting a club, please contact me at 718-2421 or Rachel.Skea@wdt.edu.

Sincerely,

Rachel Skea
Club Facilitator

Starting a New Student Club

Any student at Western Dakota Tech may start a student club. To do so, follow these steps:

1. Contact an interested faculty or staff member to serve as the club advisor
 - a. Club Advisors must be full time employees of WDT
2. Recruit other students as members
 - a. Talk to other students in your program or find students with similar interests.
3. Hold an organizational meeting
 - a. Clarify the purpose of the club, identify the type of club (Service/Learning OR Fundraising/Social) and determine how funds will be raised and spent
 - b. Determine a name for the student club
 - c. Elect officers
4. Complete paperwork with Student Accounts to register your student club
 - a. Provide information as outlined at end of the Student Club Handbook, Sample Club Start-Up Form
5. Attend a club orientation for Club Officers and Advisors when notified by email
6. Create a constitution and by-laws
 - a. Turn documents in to [Rachel Skea](#), Club Facilitator, within one month of registering your student club with Student Accounts

Renewing a Student Club

Clubs must be renewed on a yearly basis. To do so, follow these steps:

1. Contact an interested faculty or staff member to serve as the club advisor
 - a. Club Advisors must be full time employees of WDT
2. Recruit other students as members
 - a. Talk to other students in your program or find students with similar interests.
3. Hold an organizational meeting
 - a. Elect officers
 - b. Review and modify the constitution and by-laws, if needed
4. Complete new Trust-in-Agency paperwork with Student Accounts to renew your student club
 - a. Must be completed by week 4 of the semester
5. Attend a club orientation for Club Officers and Advisors when notified by email
6. Review & revise the constitution and by-laws within one month of renewing your student club

Roles and Responsibilities

Advisor's Role:

- Listen to and provide input on ideas
- Advise group regarding financial and technical matters
- Provide a historical perspective
- Chaperone competitions and events
- Understand the club's constitution, by-laws, purpose, objectives, mission, and assist in formulating goals
- Assist in the development of procedures and methods for maintaining an effective club
- Serve as a liaison between the club and Western Dakota Tech when necessary
- Guide the club in planning and implementing events and activities
- Appropriately challenge members to think critically regarding club activities, decisions, events, and programs
- Participate in the meetings and events of the club to the greatest extent possible
- Provide continuity for the club from year-to-year

Officers' Role:

- Keep the advisor and club facilitator informed as to all club activities, meeting times, locations, and agendas
- Meet regularly with the advisor to discuss all plans and problems
- Obtain the advisor's consent prior to making commitments
- Establish, through Student Accounts, a business account for use in your club's financial transactions and purchases
- Run club meetings
- Develop and use sound record-keeping practices (including meeting minutes) and financial procedures
- Provide the minutes of meetings, as well as any other materials that are sent to members

Members' Role:

- Recruit members from the student body
- Attend meetings
- Conduct fundraisers for purposes beneficial to the club
- Sponsor events, activities, and speakers following the institution guidelines
- Participate and assist as a group in institution events
- Use the Western Dakota Tech name and logo, properly and appropriately, as approved by the institution through the Marketing Director
- Use available institution facilities, equipment, and services for purposes related to organizational goals, with approval

Compliance for Student Clubs

- According to the WDT Handbook, no student club may sponsor a student activity at which alcoholic beverages are to be consumed.
- All student clubs must accept responsibility for knowing and adhering to the WDT Notice of Non-Discrimination.
 - WDT will not tolerate racism, discrimination, harassment, exploitation or victimization of students, school employees, non-employees, or any person who is an invitee of WDT for any reason, including but not limited to race, color, ethnic background, national origin, pregnancy, marital status, religion, creed, age, sex, citizenship, political affiliation, mental and/or physical challenge, disability, sexual orientation, genetic information, gender identity, status as a veteran, or any other status protected under applicable federal, state or local law. WDT is committed to providing an environment free from harassment and other forms of discrimination for students, employees, non-employees and its invitees. The following person has been designated to handle inquiries or complaints regarding the non-discrimination policies: Student Success Director, Debbie Toms.
- Clubs must follow all policies and procedures in the Student Handbook and Student Club Handbook.
- Student clubs that are sponsoring bingo games or lotteries must follow the approval process as stated in page 11 of the Student Club Handbook.

How to Write and Maintain a Constitution & By-laws

Constitution:

A constitution is the governing document of your student club. A well-written constitution will clarify the primary purpose and function of the student club, while ensuring longevity and sound club transactions. It outlines the purpose, leadership, and method of conducting business for the club. It is intended to provide a system to ensure fairness to all members of the club.

When developing your student club's constitution, it is important to be clear and concise, developing a framework for the club's success. Every member of the club should have a copy of the constitution and by-laws.

By-laws:

By-laws are secondary principles that govern the internal affairs of the club. By-laws are essentially an expansion of the articles or sections in the constitution. They describe in detail the procedures and steps the club must follow in order to conduct business effectively and efficiently.

What to include in the By-laws:

- Details regarding the membership selection process, types of membership, and procedures for disciplining and/or removing members.
- Processes regarding selection, duties, powers, and responsibilities for each officer and procedures for removal from office and filling vacant officer positions.
- Information about any standing and special committees (formation, selection, powers, and duties), along with the roles and responsibilities of committee chairs.
- Meeting information, such as how often the group will meet, how members will be notified about meetings, attendance and quorum requirements, meeting format, and parliamentary rules of order (usually Robert's Rules of Order).
- Detailed financial procedures and information regarding budget and expenses. Amendment procedures. While constitutions generally require a 2/3 vote for adoption, by-laws can usually be accepted or changed with a majority vote.

A fillable PDF version of the Club's Constitution and By-laws is available on the WDT website for your club's use at: <https://www.wdt.edu/assets/docs/uploads/student-life/clubs/club-constitution-and-bylaws.pdf>.

Once completed please email the document(s) to Rachel Skea, Club Facilitator, at Rachel.Skea@wdt.edu.

Finances

Purchases:

To have an active student club account, each student organization must complete the Trust and Agency form with the WDT Student Accounts Office at the beginning of each school year, with updated officers.

All expenditures require a signature from the advisor and a club officer.

Purchases must be voted on by the club members and documented in meeting minutes.

Purchasing Methods:

Clubs advisors and officers can purchase items for clubs using one of the following methods:

1. Using a Purchase Order (PO)
 - a. When using a PO, the Club Advisor will need to bring a completed yellow claim and a quote from the vendor to Student Accounts. The Student Accounts office will enter the PO into Skyward. Once the purchase is received, you will be notified that it has arrived.
2. Submitting a Check Request
 - a. When using a check request, the Club Advisor will need to bring an invoice from the vendor to Student Accounts. The invoice will be stamped, and the Club Advisor and student representative will sign to authorize the purchase.
3. Using the Club P-Card.
 - a. When using the club P-Card, the Club Advisor will need to check out the P-Card from Student Accounts. The P-Card will need to be returned within 24 hours from the check-out time. **Only the club advisor can make purchases using the club P-Card and purchases can only be made within Rapid City, no online purchases.**
 - i. The P-Card can be used to purchase supplies for an on-campus event, such as the Blood Drive. Once the Club Advisor has purchased the items, they will need to return the P-Card to Student Accounts immediately with the receipt from the purchase. If the receipt is lost, it will become a payroll deduction for the Club Advisor.
4. Submitting for an Advisor Reimbursement.
 - a. When submitting for an advisor reimbursement, go to Student Accounts with the receipt or proof of purchase. The receipt will be stamped and signed by the Club Advisor and student representative. It will be entered as a check request into Skyward.

****Meeting minutes are still needed in order to process all purchases.**

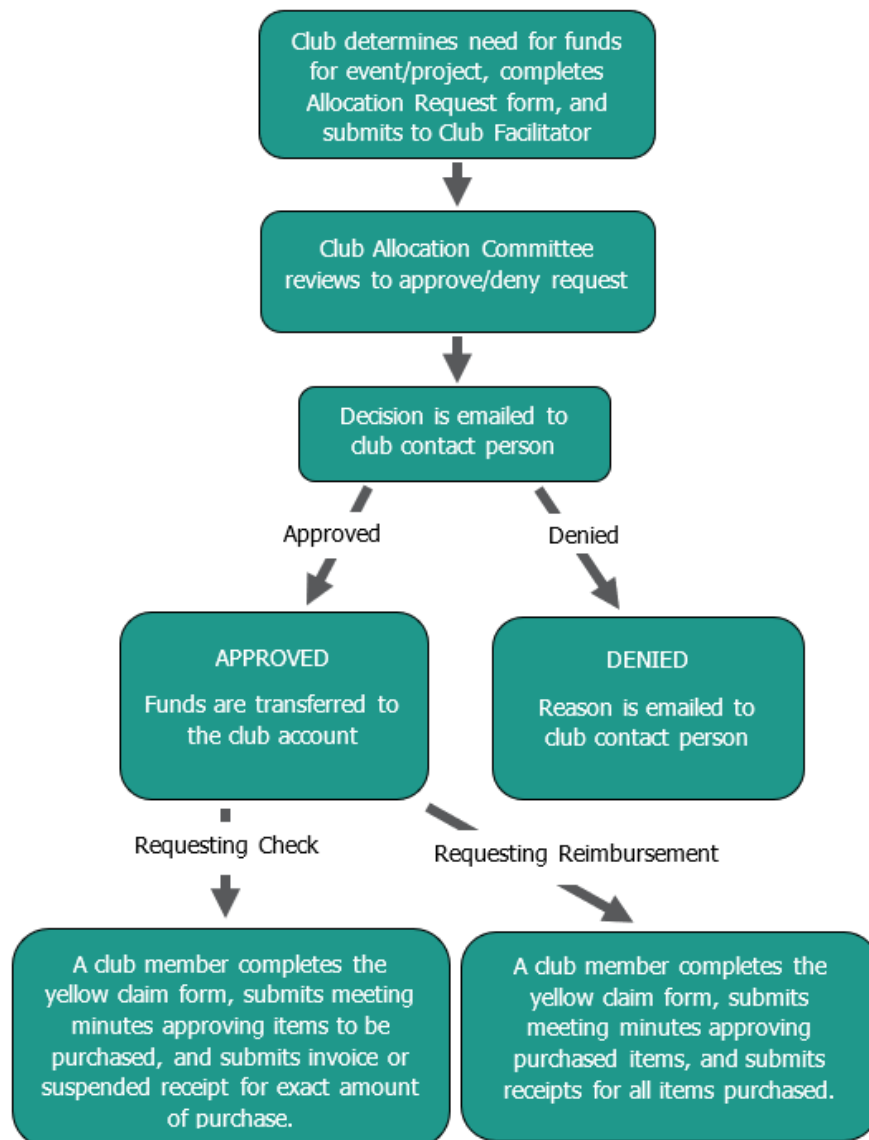
Fundraising:

A limited amount of money may be available to student clubs through the Student Success Center. Each recognized student club has the opportunity to request funds through an allocation process. The funds are to be used by student clubs to finance activities of an educational, cultural, social, recreational, or service nature. These activities should be designed to primarily benefit currently enrolled Western Dakota Tech students and the community.

The Allocation Request Form is available online at <https://www.wdt.edu/assets/docs/uploads/student-life/clubs/allocation-request-form.pdf>.

The Student Success Center allocations should not be viewed as the only and/or primary source of funding available to student clubs. Other sources of funding can include fundraising activities and industry sponsorships. Student clubs are also encouraged to co-sponsor events in an effort to efficiently use the limited funding available.

Allocation Process:



Special Rules Applying to Hosting Bingo or Other Lottery Events

Bingo, Raffle, or 50/50 Event

If your student club plans to host a bingo tournament, or any other such lottery event, permission must be gained from the City Attorney's Office. A letter must be submitted along with a notarized affidavit concerning bingo or raffle 30 days prior to the event. A sample letter and affidavit are included in the "Additional Information" section.

Extra considerations include:

- No separate organization or professional person can be employed to conduct the game or lottery.
- No compensation of any kind in excess of the state minimum wage per hour, or sixty dollars, whichever is greater, will be paid to any person for services rendered in connection with the conduct of the bingo game or lottery.
- No prize in excess of \$2,000 is awarded at any one play of bingo.
- For lotteries, the actual value of the prize must be stated before any chances for the lottery are sold.

Important Contacts

Name	Title	Office Location	Phone	Email Address	Purpose
Beth Sparby	Accounting Assistant II	Enrollment Services	718-2540	Beth.sparby@wdt.edu	P-Card Checkout & Reimbursement
Pam Stillman-Rokusek	Interim Marketing Director	Enrollment Services	718-2970	Pam.Stillman-Rokusek@wdt.edu	Event added to website or social media
Kathi Maxson	Admin Assistant/President	Administration	718-2401	Katherine.Maxson@wdt.edu	Room reservations
Susan Kanta	Food Services	Aramark-WDT Kitchen	394-2483		Food reservations
Allen Peterson	Maintenance Tech II	L114	393-7435	Allen.peterson@wdt.edu	Room setup
Rachel Skea	Club Facilitator	Student Success Center	718-2421	Rachel.Skea@wdt.edu	Allocations, fundraising ideas, coordinate advertising of events

Additional Resources

Sample Club Start-Up Form

Sample Agenda

Sample Meeting Minutes

Sample Claim Form

Sample Allocation Form

Sample Request Letter

Sample Affidavit

Sample Club Start-Up Form

Name of Program: _____

Name of Club: _____

Name of Club Advisor: _____

Purpose of Club: _____

Type of Club:

- Service and/or Learning Club with a Co-Curricular Focus: a club that contributes to the education of students, includes learning outcomes and is tied to the WDT mission.
 - o Note: Services and/or Learning Clubs will work with the WDT Assessment Coordinators

- Fundraising and/or Social Club: a club that does not contribute to the education of students, does not include learning outcomes and is not directly tied to the WDT mission.
 - o Note: Fundraising and/or Social Clubs are focused on fundraising efforts and providing a social element to students on campus, specifically those in the club.

How we plan to raise funds: _____

How we plan to spend funds raised: _____

Sample Agenda

CLUB NAME

AGENDA

DATE HERE

I. CALL TO ORDER

President officially calls meeting to order.

II. APPROVAL OF MINUTES

Ask if there are any changes to the minutes and get a vote for approval.

III. OFFICER REPORTS

Vice President gives report.

Secretary report on correspondence sent/received.

Treasurer gives financial report.

IV. OLD BUSINESS

Discuss any items that were brought up at previous meetings and that still need to be discussed.

V. NEW BUSINESS

Bring up new agenda items here.

VI. ANNOUNCEMENTS

Ask if there are any announcements. Give date, time, and location of next meeting.

VII. MEETING ADJOURNMENT

President adjourns the meeting

Sample Meeting Minutes

MEETING MINUTES

DATE

MEMBERS PRESENT:

J. Doe, M. Smith, B. Brown, A. White, W. Student, X. Advisor, etc.

CALL TO ORDER:

The meeting was called to order by President Smith at 12:00 pm.

APPROVAL OF MINUTES:

Minutes were read and approved.

OFFICER REPORTS:

Vice President—Students have requested more social events. The group decided to host two social events this semester.

Secretary—Thank you letters were sent to the sponsors of our last event.

Treasurer—we currently have \$5986.34 in our account, with no outstanding charges at this time.

OLD BUSINESS:

Leadership Seminar--Vice President Doe reported on upcoming leadership event. We will be bringing in a speaker on leadership on April 24. The event will be open to the entire campus. The room reservation has been completed.

Billy made a motion to spend \$200 on refreshments for the event. Al seconded the motion. Motion passed. Bob agreed to be in charge of ordering refreshments. Sue will contact IT to get the technological equipment lined up.

Picnic—President Smith updated everyone on the picnic plans. The food has been ordered through WDT Food.

Services. We are planning on 100 people attending. A sign-up sheet was sent around for members to sign up for times to help serve food and clean up during the picnic.

NEW BUSINESS:

Concerns about WDT's safety protocol in emergency situations was brought forward by one member. President Smith agreed to contact the WDT Safety Committee to get a copy of the current protocol.

Future Agenda Items:

Leadership Seminar

Picnic

Safety Protocol

ANNOUNCEMENTS:

Ed announced that the Business program will be holding an ice cream social on April 2nd at noon in the Commons, and all students are invited to attend.

MEETING ADJOURNMENT:

The meeting was adjourned by President Smith at 12:45 pm

NEXT MEETING:

Tuesday, April 24, 2017 at 12:00 pm in Classrooms A.

MINUTES TAKEN BY:

Ann White, Secretary

Sample Claim Form

CERTIFICATE OF CLAIM

RAPID CITY AREA SCHOOL DISTRICT NO. 51-4
3801 HIGHWAY 79 SOUTH
RAPID CITY, SOUTH DAKOTA 57701-9609

Date:	May 02, 07	Purchase Order #	
Claimant Name:	XYZ T-shirts	Invoice #	
Address:	123 Main Street	Invoice Date	5/2/2007
City, State, Zip	Rapid City, SD 57701		

	PLEASE ITEMIZE	UNIT PRICE	TOTAL
25	T-shirts with club logo	5.00	125.00
	Tax (6%)	7.50	7.50

X Jane Doe
Student Representative

X Bill Smith
Club Advisor

ITEMIZED INVOICE MUST ACCOMPANY CLAIM

FOR SCHOOL USE ONLY	Total Page	\$132.50
Approving Authority Must Provide Acct No. Here		

Account #	Total
60-L-091-XXXX	\$132.50

State of South Dakota County Penn.

I declare and affirm under the penalties of perjury that this claim has been examined by me and to the best of my knowledge and belief is in all things true and correct.

One hundred thirty two and 50/100-----

I declare and affirm under the penalties of perjury that this claim has been examined by me and to the best of my knowledge and belief is in all things true and correct.

Signature of Claimant

FOM, WDTI

Title

SS#

Signature of Appropriate School Official

Sample Allocation Form

Allocation Request Form

Student club name: _____

Contact person's name _____

Phone or email contact _____

Event _____

Time/location _____

Is this a community service event? Yes No

Amount of the allocation request _____

Description of the event or items to be purchased _____

Officer signature

Advisor signature

Committee use only

Meeting date: _____

Comments: _____

- Approved
- Approved with changes
- Denied

Total Amount Allocated _____

Student Success Coordinator _____ Date _____

Student Success Coach _____ Date _____

Student Success Coach/ Club Facilitator _____ Date _____

Accounting Assistant II _____ Date _____

Sample Request Letter

Requests should be mailed to:

Robin Garner
Administrative Secretary
City Attorney's Office
300 6th Street
Rapid City, SD 57701
605-494-4140
robin.garner@rcgov.org

A Sample letter is included for your reference.

Re: WDT _____ Raffle
(or 50/50)

To whom it may concern:

I am the advisor of the Western Dakota Tech _____ (organization /club) and I am writing this letter to request permission to conduct a raffle on the campus of WDT.

WDT _____ (org/ club) is a non-profit organization. We would like to purchase _____ and raffle it off. We would begin selling on _____ (date) (pending your acknowledgement/approval) and raffle _____ (what). The funds raised will be used for _____.

If you have any other questions, please feel free to contact me. Thank you for your consideration.

Sincerely,

Advisor name
Title
300 Mickelson Drive
Rapid City, SD 57703
Contact number

Sample Affidavit of Authorization

State of South Dakota)
 ss.
County of Pennington)

**AFFIDAVIT OF AUTHORIZED
AGENT CONCERNING
BINGO GAME OR RAFFLE**

I, _____, being first duly sworn on oath, state
as follows:

1. I hereby certify that I am a _____ (officer, director, or
agent) of _____ (name of
organization), hereinafter referred to as "the Organization," which desires to complete a bingo
game or raffle within the corporate limits of the City of Rapid City.

2. I certify that I am authorized to act on behalf of the Organization.

3. I certify that the proceeds from the bingo game or raffle will not inure to the
benefit of any individual.

4. I further certify that no separate organization or professional person is or will be
employed to conduct or to assist in conducting the bingo game or lottery.

Dated this ____ day of _____, 20____.

(print name)

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public, South Dakota

My Commission Expires:

(SEAL)