



# Student Club Handbook

Updated 2021

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# 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 by phone or email.

Sincerely,

**Bree Quinn | BS, AS, CST**  
**Student Success Coach & Club Facilitator**  
Western Dakota Technical College  
800 Mickelson Dr. | Rapid City, SD 57703  
T: 605.718.2421 | F: 605.394.2570  
E: [Brianna.Quinn@wdt.edu](mailto:Brianna.Quinn@wdt.edu)

## Starting a New Student Club

Any student at Western Dakota Tech may propose starting a student club.

Complete the following steps to create a campus club:

1. Complete Interest Application – Once completed, the proposed organization is granted the following privileges:
  - a. Advertising – Approval through Club Facilitator
  - b. Hold up to two (2) informal meetings to acquire membership
2. Submit recognition application form within four (4) weeks of submitting interest form
3. Upon approval of the new club, continue with renewal steps

## Student Club Recognition

All student clubs must renew each fall. The renewal process ensures each club is operating as intended.

Complete the following steps to complete the renewal process:

1. Hold an organizational meeting
  - a. Elect officers
    - i. Establish club officer to attend all-club board meetings
  - b. Review and modify the constitution and by-laws
2. Respond to the club orientation email for Club Officers and Advisors when it is sent out
3. Submit required paperwork by September 30<sup>th</sup> by 4pm
  - a. To Club Facilitator:
    - i. Club Recognition Form
    - ii. Current Constitution
    - iii. Current By-laws
  - b. To Student Accounts:
    - i. Custodial Account Form

## Roles and Responsibilities

### Elected Officers' Role:

- Establish and maintain processes for facilitating club activities
- Provide required information to the advisor and club facilitator regarding all club activities, including constitution, by-laws, meeting schedules, meeting agendas and minutes, and any other documentation required to maintain club recognition
- Serve as representative of club at monthly Club/SGA all-campus meetings
- Meet regularly with the advisor to discuss all plans and/or concerns
- 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 Director of Strategic Communications & Marketing
- Use available institution facilities, equipment, and services for purposes related to organizational goals, with approval

### **Advisor's Role:**

- Must be Full-Time Staff or Faculty (No Adjuncts)
- Listen to and provide input on ideas
- Advise group regarding financial and technical matters
- 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, club facilitator, 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

## **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. See Appendix A.

- 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 the Club Facilitator at [Brianna.Quinn@wdt.edu](mailto:Brianna.Quinn@wdt.edu)

# Finances

## Purchases:

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

All expenditures require a signature from two club officers.

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

The purchase requests will be voted on by a committee comprised of the Student Success Director, Student Success Coordinator, Clubs Facilitator, and the Student Accounts Coordinator.

## 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 the accounting system. 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 two student representatives 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 two student representatives. It will be entered as a check request into the accounts system.

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

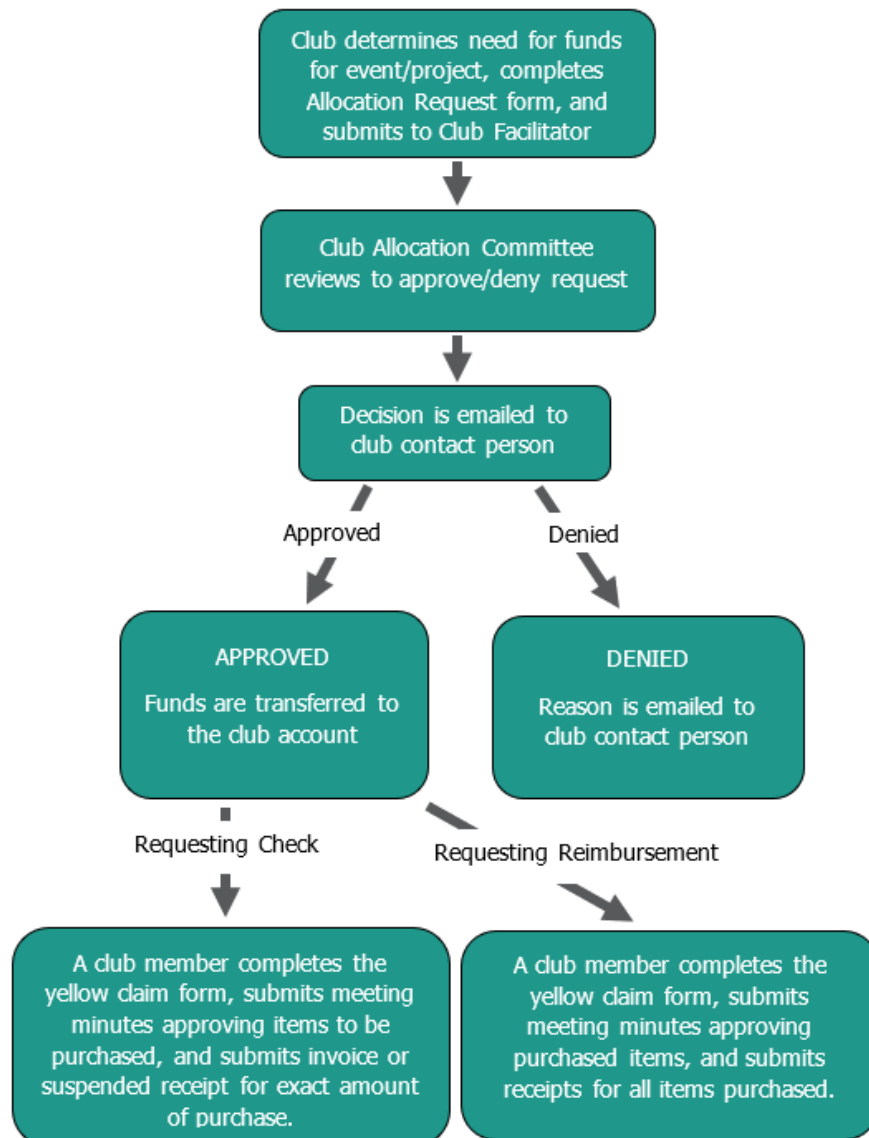
## Fundraising:

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/allocations-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 sell tickets for bingo, a raffle, a 50/50, 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 Links & Contacts

Purpose	Contact	Office Location	Phone	Email/Link
Finances P-Card Checkout Reimbursement	Beth Sparby - Student Accounts	Enrollment Services	605-718-2540	<a href="mailto:Beth.Sparby@wdt.edu">Beth.Sparby@wdt.edu</a>
Add event to calendar and/or social media	Strategic Communications & Marketing	Enrollment Services	605-718-2970	<a href="https://www.wdt.edu/calendar/submit-your-event">https://www.wdt.edu/calendar/submit-your-event</a>
Room Reservation & Setup	Executive Assistant to the President	Admin	605-718-2401	<a href="https://www.wdt.edu/faculty-staff/room-request">https://www.wdt.edu/faculty-staff/room-request</a>
On-Campus Advertising	Bree Quinn - Club Facilitator	Student Success Center	605-718-2421	<a href="mailto:Brianna.Quinn@wdt.edu">Brianna.Quinn@wdt.edu</a>

## **Additional Resources**

New Club Interest Application

Club Recognition Form

Sample Agenda

Sample Meeting Minutes

Sample Claim Form

Blank Claim Form

Petty Cash Request Form

Allocation Form

Sample Request Letter

Sample Affidavit

Appendix A: Discrimination and Harassment

## New Club Interest Application

Please type or clearly print all information.

Organization Name: \_\_\_\_\_

Student Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

WDT Email: \_\_\_\_\_

Advisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

WDT Email: \_\_\_\_\_

Interested Students - Five signatures are required

Name (Printed):

Signature:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this application to Club Facilitator for advertising and informal meeting allowances.

Club Facilitator: \_\_\_\_\_ Date: \_\_\_\_\_

## 2021-2022 Club Recognition Form

Name of Program: \_\_\_\_\_

Name of Club: \_\_\_\_\_

Name of Club Advisor: \_\_\_\_\_

Purpose of Club: \_\_\_\_\_

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### 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:

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### How we plan to spend funds raised:

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# 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

Western Dakota Technical College  
 800 Mickelson Drive  
 Rapid City, SD 57703

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 (6.5%)	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		

State  
 of South Dakota County Penn.

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

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#







# Petty Cash Request

Club Name \_\_\_\_\_

Event Name \_\_\_\_\_

Date/Time Needed \_\_\_\_\_

Cash Needed \_\_\_\_\_ Quarters Yes  No

*SIGN TO RECEIVE PETTY CASH*

Amount Received \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*FISCAL DEPARTMENT USE ONLY*

Amount Returned \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

***\*Petty cash must be returned to Student Accounts immediately following the event\****

## Allocation Form

Organization Name: \_\_\_\_\_

Student Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

WDT Email: \_\_\_\_\_

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/ Club Facilitator \_\_\_\_\_ Date \_\_\_\_\_

Student Account Coordinator \_\_\_\_\_ Date \_\_\_\_\_

## Sample Request Letter

Requests should be mailed to:

Robin Garner  
Administrative Secretary  
City Attorney's Office  
300 6<sup>th</sup> Street  
Rapid City, SD 57701  
605-394-4140  
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  
800 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)

## **Appendix A: Discrimination and Harassment**

All employees, non-employees, and students have a responsibility to maintain a positive learning, work and school activity environment by reporting all incidents or suspected incidents of discrimination and/or harassment involving themselves or others.

### **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, gender expression, 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: Director of Institutional Research and Student Records who serves as the Title IX Coordinator.

### **Title IX at Western Dakota Tech:**

Title IX of the U.S. Education Amendments of 1972 ("Title IX") is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Western Dakota Tech (WDT) does not discriminate on the basis of sex in the education programs or activities that it operates including admissions and employment.

Under Title IX, discrimination on the basis of sex can also include sexual harassment which is defined as conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the College conditioning the provision of education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution's education program or activity; or
3. Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the WDT Title IX Coordinator, or by any other means that results in the WDT Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at

any time (including during non-business hours) by using the telephone number, electronic mail address, or by mail to the office address listed for the WDT Title IX Coordinator. The following person has been designated to handle inquiries regarding the non-discrimination policies and/or laws: Debbie Toms, Title IX Coordinator; 800 Mickelson Drive, Office D116/D225C, Rapid City, SD, 57703; 605-718-2958; [Deborah.Toms@wdt.edu](mailto:Deborah.Toms@wdt.edu).

WDT Policies 2001/4001, 2001/4001.Procedure.001, and 2001/4001.Procedure. 002 provide information on WDT's grievance procedures and grievance processes, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how WDT will respond.

*Policy - <https://www.wdt.edu/assets/docs/uploads/about/policies/4001.pdf>*

*Procedure. 001 <https://www.wdt.edu/assets/docs/uploads/about/policies/4001procedure001.pdf>*

*Procedure. 002 <https://www.wdt.edu/assets/docs/uploads/about/policies/4001procedure002.pdf>*

Inquiries about the application of Title IX may be referred to the WDT Title IX Coordinator, to the Assistant Secretary, or to both. The Assistant Secretary contact information is U.S. Department of Education, Office of Postsecondary Education, 400 Maryland Avenue, S.W., Washington, DC 20202, Main Telephone: 202-453-6914.