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Welcome to The Beacon: Student Organization Manual!

The Center for Leadership & Engagement fosters student success through transformative learning both within and beyond the classroom. With a focus on the whole student, the Center offers intentional experiences for self-discovery through social, academic, community and civic participation. Through co-curricular involvement, students develop the knowledge and confidence to become responsible leaders and active citizens. We are here to help you develop the tools you need to make your academic career a successful one, supporting students in all the different paths they may choose.

Whether participating in service projects in the local community or traveling in regional and national conferences, recognized student organizations proudly represent Middlesex Community College and the values that define us. Student organizations provide students expanded exposure to their future career field, allow students to pursue passions and interests at the next level, advocate for ideas and beliefs they are passionate about, and to balance their academic lives to become well-rounded and adjusted citizens.

Being under the Center for Leadership & Engagement umbrella of student organizations has its privileges. Use of programming spaces and facilities, promotion in Middlesex publications, recruitment and advertising opportunities, personalized advising, leadership training, and not to mention a possible annual operating budget are some of the perks student organizations receive when they become registered and recognized. Registration is the first step to creating a direct link between you and the wealth of resources that the Center for Leadership & Engagement has to offer.

This manual has been provided to guide you in achieving your goals and providing programs and services to their members as well as the Middlesex community. It outlines the expectations we have for you as a recognized organization, as well as directs you towards the resources you need to flourish. All the basics you need to know about registration, travel, programming, promoting, fundraising, and finance can found in this manual, as well as handy resources for your organization. Take some time to get familiar with this manual and we think you will find that the Center for Leadership & Engagement has more to offer student organizations than ever before. And as always, our door is always open.

We look forward to working with you this year!

-The Center for Leadership & Engagement

Important Note:
All students participating in MCC organizations are responsible for knowing and applying the following information and are expected to comply with the rules and regulations set forth by the Commonwealth of Massachusetts, Middlesex Community College, and the MCC Center for Leadership & Engagement and the MCC Student Union Government Association. Failure to comply may result in disciplinary action against an offending organization (which may include, but is not limited to loss of recognition for the organization) and/or individual members of the offending organization. In addition to those outlined below, all regulations outlined in the MCC Student Handbook apply. The Center of Leadership & Engagement reserves the right to change this document at any time.

This manual is not a contract.
Student Organization Membership & Registration

Center of Leadership & Engagement
Studentengagement@middlesex.mass.edu
Membership
Organization membership is open to all current students of Middlesex Community College. All organizations must open all general meetings to the entire student body, regardless of age, color, country of origin, disability, ethnicity, race, religion, sex, gender identity, sexual orientation, veteran status or major of study. Elected board positions must also be open to the entire student body provided the person meets the requirements of the organization’s constitution for eligibility.

All active members of student organizations must be registered on the organization’s Compass page. The Compass (https://middlesex.collegiatelink.net/) is the central tool used for tracking active membership of any group at any particular time. This membership list is to be updated at the start of every semester.

Members of student organizations are responsible for adhering to all federal, state, and local laws; Middlesex Policies (including the Honor Code and Code of Conduct); Center for Leadership & Engagement policies; and the organization’s constitution. The Center for Leadership & Engagement reserves the right to terminate participation of any student at any time.

Academic Standards
The Center for Leadership & Engagement values academic success and integrity and therefore reserves the right to request a leave from organization activity as necessary until a student’s grades improve. Good academic standing is a GPA of 2.0 or higher. Individual organizations may also set a grade standard, such as PTK, which can be found in their respective constitutions.

Community Standards
As leaders and role models, all organization members are expected to represent the college community in a positive way. Members are expected to be free of college-wide disciplinary or higher-level disciplinary sanctions.

Qualifications for Student Organization Membership
- A student organization must have at least five active and enrolled student members.
- All active members must be enrolled in a minimum of 3 credits.
- Membership must be in compliance with Title IX of the Education Amendments of 1972 and the law of the Commonwealth of Massachusetts. No restrictions on membership based on age, color, country of origin, disability, ethnicity, race, religion, sex, gender identity, sexual orientation, veteran status, political conviction or major of study
- Special (non-voting) membership privileges may be granted to faculty, staff and alumni.
- A student who is running for an officer position must be currently enrolled at MCC. Elections should be held annually.
- All required paperwork must be submitted through The Compass and approved before any organization may begin using campus benefits.
- All organization sponsored activities must be for the benefit of Middlesex Community College students and the College community.
Types of Student Organization
Middlesex classifies its organizations into four categories, based on the purpose and activities of the organization. These categories are Academic Organizations, Multicultural Organizations, Service & Civic Minded Organizations, and Personal Enrichment Organizations.

**Academic Organizations** are focused on academic pursuits, and typically are associated with majors of study at Middlesex. These groups connect classroom content into real life application through programs, conferences, and competitions.

**Service & Civic Minded Organizations** are focused on service events and promoting civic engagement throughout Middlesex. These groups learn about society and the world around them through volunteering and other civic focused events.

**Multicultural Organizations** seek to represent and promote the various aspects of culture including, but not limited to, nationality, religion, gender, sexual orientation, race, or other special populations.

**Personal Enrichment Organizations** seek to promote the overall well-being of students at Middlesex by providing an outlet for social interaction through a common interest.

Proposed organizations with a mission that is similar to that of an existing organization may not be approved.

Executive Officers
The Center for Leadership & Engagement requests every student organization to have a minimum of two executive positions: a President and a Treasurer. These positions can be retitled but these positions must be held by current Middlesex students.

- **The President** is responsible for representing the organization to the Middlesex, and will be the main contact for the organization. The President should also be the driving force of leadership, providing guidance for the group as well as infusing enthusiasm.
- **The Treasurer** is in charge of budgeting, managing the finances and coordinating spending with the organization’s advisers as well as managing the financial management system for the organization.
- **Both of these positions are required to attend and complete their respective trainings held annually or by appointment.**
- One officer or designee will be appointed by the organization as the SUGA liaison throughout the year, responsible for communicating monthly updates and seeking assistance on organization related inquiries.

In addition to a President and Treasurer, we strongly encourage organizations to have an executive board of at least four members. This can include electing a Vice President and Secretary for example. Having a well-rounded executive board can help with delegating responsibilities and allowing members to balance their responsibilities. It also provides opportunities to develop leadership skills and experience for more members of the organization and can help in transferring information and traditions from one year to the next.

Executive Boards for New Organizations
As a new student organization begins forming, a temporary executive board may be appointed by the organization to see the group through the process of creating a new organization. An official executive board should be elected by the general membership, as outlined by that organization’s constitution.
Elections and Voting
Organizations must run elections or appoint officers according to their constitution. These elections may be done any time of year. The CLE recommends that the terms of office within each organization run in accordance with the academic year.

College-wide voting (i.e. for Student Government, Trustee, and MassPirg Referendum) will occur at a set time each year. Voting will occur on-line and/or at tables in common areas for at least 2 days and one evening.

Campaign material may only be placed on bulletin boards approved for student activities. It is the responsibility of those campaigning to remove all campaign posters within two school days following the final day of the election. During the day of election, campaign material may not be visible from the ballot table. Individuals who are campaigning may not be within 30 feet from the poll area on Election Day except when voting. Campaigning via the web (i.e. Twitter & Facebook) is allowed. Negative campaigning against opponents is not permitted. Any misconduct may result in action determined by SUGA in conjunction with its adviser. SUGA and the Center for Leadership & Engagement reserve the right to recount votes, repeat elections, and/or cancel elections at any time if it is able to cite examples of irregularity or failure to comply with campaigning instructions.

Meetings
Once officially recognized, organizations should establish a regular meeting time and location. Regular meeting times are submitted to the Center for Leadership & Engagement and are made available to students who are interested in joining an organization. Because this information is passed along to the Middlesex community, it is important that any changes to regular meeting schedule are updated on Compass Student Organizations should post announcements (flyers, posters, signs) of their meeting time and place, and they should be visible to all members of the Middlesex student body.

Community Service Requirement
Participating in or coordinating a service activity is an important way to strengthen leadership skills while making a difference. **Service is required for every organization and should be reported in the monthly report. A minimum of five (5) students representing their organization on a service project each semester is required for budget requests the following year.** Each organization, regardless of mission, should participate in one or more programs each semester to aid our local or global community. Organizations may create their own project or volunteer at an already existing service event.

The Center for Leadership & Engagement staff is available to assist with idea generating and/or planning the activity. For assistance with your service project, feel free to contact Sheri Denk at denks@middlesex.mass.edu or 978-656-3159.
ISLO (Institutional Student Learning Outcome)
MCC has identified six student learning outcomes that are essential to students' learning and development. Every organization is required to support at least three ISLO’s and most programs must support at least one ISLO. The icons should be attached to all organization fliers.

**Critical Thinking**
Examples: Analysis, Synthesis, Evaluation, Creative thinking, Development of logical conclusions

**Written & Oral Communication**
Examples: Written assignments, Oral presentations, Use of relevant information literacy skills, Effective use of technology
Rubrics: Written; Oral

**Multicultural & Global Literacy**
Examples: Intercultural knowledge, Global issues, Interactions that build diversity awareness, Diverse forms of creative expression, Aesthetic Appreciation, Historical, Political, and Economic perspective

**Quantitative Literacy**
Examples: Interpretation, Representation, Calculation, Application/Analysis, Communication of Quantitative Information

**Social Responsibility**
Examples: Sustainability, Civic engagement, Social Justice, Ethical frameworks, Social Policy Frameworks

**Personal & Professional Development**
Examples: Achievement of Academic goals, Career Readiness, Self Assessment, Responsibility for learning and personal development, Professionalism, Leadership, Wellness, Collaboration
Registration
All Student organizations wishing to be recognized on campus by SUGA and the Center for Leadership & Engagement, must register annually. The registration period is September through May. All student organizations are inactive during the summer months except under special circumstances.

Registration in no way implies that the College approves or disapproves of the organization’s mission or purpose, its constitution, literature or programs. Nor does registration imply the College’s approval of the views of the organization’s membership. The responsibility of any views held or expressed by the organization and/or its membership is solely that of the individuals involved.

Middlesex Community College reserves the right to prohibit certain programs based on personal safety or liability. Programs considered being in violation of college policies and/or local, state or federal laws are prohibited.

Benefits of Registering a Student Organization:
- Use of MCC identification in association with the name of the student organization.
- Use of MCC facilities for programs/meetings.
- Inclusion in College listings and dissemination of student organization’s publicity and information by the MCC Center for Leadership & Engagement.
- Consultation and advice by the Center for Leadership & Engagement staff, including team building, setting goals, value clarification, and conflict resolution.
- Eligibility for funding from the Student Activity Fund.
- Tax exempt status for most purchases.
- Information and resources for purchase of goods and services.
- Fiscal advice about budgets, accounting/bookkeeping procedures.
- Information on the laws of the Commonwealth and policies of MCC.
- Use of CLE supplies for marketing and promotional purposes.

How to Register

New Student Organizations
1. **Schedule a meeting** with the Center for Leadership & Engagement to discuss the organization.
2. **Locate an adviser.** An adviser is an MCC staff or faculty member who supports the mission of your organization. The adviser should be able to assist the organization in all phases of its operation as well as travel with them when necessary. Prospective advisers should review the “Role of the Adviser” section and review the Adviser Acceptance Form on compass as the group registers.
3. **Advertise** for an initial meeting; hold meeting to determine interest. You may coordinate meeting space with the CLE staff.
4. **Complete registration process through The Compass.**
   - Create a Compass Account if necessary (Middlesex.colligiatelink.edu)
   - Once logged in, click on “Organizations”
   - Click “Register a New Organization” to start the process of registering.
   - **Submit a constitution** outlining the mission, structure and by-laws of your organization or organization. A constitution is the governing document for student organizations (see page 44 for a sample); it will contain an organization’s values, vision, and policies. Your
CLE liaison is available to aid groups in developing their constitution, as well as help understand or make changes to an organization’s current constitution. Any changes to a constitution must be submitted to the CLE and a copy of the updated constitution must be submitted in the annual Registration process. The constitution, amendments to it, and the by-laws of any organization must be approved by CLE to assure that they are in accordance with Center for Leadership & Engagement and Middlesex policies, regulations, and procedures. If an organization is part of a larger/national organization and the bylaws of that organization conflict with Middlesex policy, Middlesex policy supersedes the bylaws of that organization.

5. **Budget Requests** may be filed at the same time as registration materials. (See Finance Section for details)

A small pool of funds is available for new organizations looking to promote themselves. When available, no more than $50.00 may be allocated to assist with recruitment and start up. These funds are dispersed at the discretion of the Director of Leadership Development & Student Activities.

**Returning Organizations**
- Complete Registration update process through The Compass.
  - All organizations and organizations must have a current constitution on file in order to become active.
- Update membership roster through The Compass.

*If organizations have lapsed activity for more than one academic year, they must follow the registration guidelines for new student organizations.

**Organization Activity for Returning Organizations prior to reregistration**
Should these groups not have members (or enough members) to update their registration form on The Compass, the organization is “frozen” until they it is completed.

If needed, they can have one recruitment event to gather the necessary students needed to register and up to $100 can be spent from a **pending** budget request. This event will be coordinate through the CLE Liaison. Should the organization fail to update their charter within a year, it will fall into inactive status and have their Compass page cleared. Any monies will be reabsorbed into the SAF fund. A new registration will be required to reactivate this organization.

*If organizations have lapsed activity for more than one academic year, they must follow the registration guidelines for new student organizations.

**Faculty/Staff Adviser**
Students in the organization must choose a Faculty/Staff Adviser. This adviser must be faculty or staff of Middlesex Community College. The Center for Leadership & Engagement will assist organizations who need to identify an adviser. The Center for Leadership & Engagement reserves the right to approve advisers and will work with Human Resources when necessary. Advisers should also register as an adviser for their student organization through The Compass.

The Center for Leadership & Engagement holds the role of faculty/staff adviser to include:
- Attend organization executive board and/or general member meetings on a regular basis
- Attend organization-sponsored events or programs on campus
• Should accompany the organization on their travels (or find a substitute)
• Works with the Center for Leadership & Engagement, as necessary, to help promote and develop the organization
• Support and uphold the mission of the organization policies and procedures initiated by Middlesex Community College and the Center for Leadership & Engagement
• Actively promote the organization in a positive and professional manner

Center for Leadership & Engagement (CLE) Liaison
Center for Leadership & Engagement liaisons will assist organizations with the following:
• Planning and logistical support of organizational events and programs
• Coordinate all organizational purchases approved by SUGA
• Organizational budget management

Changes in Adviser
If an adviser wishes to resign from their position, it is requested that the organization and CLE be notified in writing at least one month before the resignation becomes effective. An adviser may be requested to resign from that position upon 2/3 vote of the active membership of the organization or through other organization specific constitutions.

No Advisor
If an advisor is not found for a student organization, the organization will function with their CLE Liaison assuming all adviser duties for one semester (or 4 months). After this time, if the organization still is unable to find a permanent adviser, the organization will become inactive.
MIDDLESEX COMMUNITY COLLEGE

Anti-Hazing Policy

Center of Leadership & Engagement
Studentengagement@middlesex.mass.edu
Middlesex Community College does not tolerate any form of hazing. In compliance with the Commonwealth of Massachusetts’ Anti-Hazing Statute, Middlesex Community College annually provides each student with a copy of the state law and requires officers of student organizations to distribute a copy to all its members. This has been provided in this manual, the MCC Student Handbook, on The Compass, and is also available in the Center for Leadership & Engagement.

All student organizations are required to distribute copies of the Massachusetts’s Anti-Hazing Statute and review these policies with every member. If anyone has any questions regarding these policies, they should be discussed them a Center for Leadership & Engagement staff member immediately.

Middlesex Community College disciplinary process will be applied in case of alleged hazing.

MASSACHUSETTS GENERAL LAWS CHAPTER 269, SECTIONS 17, 18, 19:

Section 17. Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term “hazing” as used in this section or in a sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this act.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by fine of not more than one thousand dollars.

Section 19. Each institution of secondary education and each public and private institution or post-secondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student or student organization, a copy of this section and sections seventeen and eighteen; provided however, that an institution’s compliance with this section’s requirement that an institution issue copies of this section and seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.
Each group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution and attested acknowledgment stating that such group, team or organization acting through its designated officer, to deliver annually, to the institution and attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility in inform student groups, teams or organizations and to notify each full-time student enrolled by it if the provisions of this section and section seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with the appropriate emphasis in the student handbook or similar means of communicating the institutions policy to the students. The board of higher education and in the case of secondary education institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.
Event Planning
When planning any activity or event, organizations should first present the proposed idea to their adviser and submit their event through The Compass. Once approved, organizations can work with their CLE Liaison in planning the activity or event. The Center for Leadership & Engagement seeks to promote an inclusive and open environment for all students, and will not support programs that are counter to the mission and values of Center for Leadership & Engagement and Middlesex Community College.

Organizations should submit event plans through The Compass for approval. Student organizations should also prepare a sufficient advertising plan to help make the event successful. Additionally, student organizations are strongly encouraged to collaborate with other student organizations on events and competitions when applicable.

Contracts
Students and Faculty/Staff Advisers are not legal agents of the college and are not authorized to sign any contract or rider for professional services, entertainment, travel, catering, facilities use, merchant/vendor services, and any other binding agreements that commit college funds or facilities. All contracts must be reviewed by the Director of Leadership Development & Student Activities or other designated staff member in order to ensure that the terms of the contract are in accordance with College policy.

All vendors and performers must sign a state issued contract or MCC honorarium form even if they have their own. These will be provided by the Center for Leadership & Engagement.

Any student or staff member who signs a contract runs the risk of assuming personal liability for the full amount of the contract plus additional expenses. The student may also be subject to disciplinary action by the College.

Room and Facility Reservations
Special set-up and maintenance services for any event must be arranged with the Center for Leadership & Engagement no later than 2 weeks prior to an event. Room reservations and written work orders are required. The CLE staff will assist with these forms.

Off-Campus Facilities
Use of off-campus facilities by organizations is possible with prior approval of both the organization’s adviser and the Center for Leadership & Engagement. Student organizations agree to accept responsibility for the behavior and actions of members and guests while using off-campus facilities.

Film/Video
Only films that have been rated G, PG, PG-13, or R by the Motion Picture Association of America may be rented with student activity funds and/or shown in a College facility.

Film, TV, and Video Copyright Infringement
The federal copyright act governs how copyrighted material (such as movies and TV shows) may be utilized for a public performance. Neither the rental nor the purchase or lending of a videocassette, DVD, Blu-Ray, digital download, or other forms of media carries with it the right to exhibit such a program outside the home, unless the site where the video is used is properly licensed for copyright-compliant exhibition. This applies regardless of whether an admission fee is charged or whether the institution is non-profit.
Food Service/Catering
Organizations who have been approved for food purchases may arrange for catering for on-campus events through the Center for Leadership & Engagement. All food orders must be placed 2 weeks prior to an event. All on-campus catering must be contracted with the MCC caterer unless exceptions have been pre-approved by Director of Leadership Development & Student Activities.

Bake Sales
Any organization coordinating a bake sale or other fundraiser in which homemade food goods will be sold for profit must adhere to the following:

- All homemade food goods must be individually wrapped or packaged for sale
- Food containing allergens must be clearly marked
  - Foods containing allergens may contain any of the following ingredients: milk, eggs, nuts, fish, shellfish, soy, and wheat
- Allergen sheets can be located in the resources section of this manual and on The Compass and must be used with every bake sale
- Gloves or serving utensils must be used to ensure that participants do not directly handle any food items that are to be sold to the public - the CLE can provide these
- Sales of food items that need significant cooling or heating requirements should work with their CLE Liaison to coordinate their event.

Note: The Center for Leadership & Engagement reserves the right to close down any bake sale that does not follow the above policies for safety reasons.

Alcohol & Drugs
Students must adhere to State and Federal Laws as well as the Middlesex Student Code of Conduct in regard to alcohol and drugs. Students are not permitted to use student organization operating or fundraising funds towards alcohol, alcohol related expenses, or medication (such as Tylenol or other over the counter medication). The purchase of alcohol should not be on any organization dining transactions. No organization funds may be used to purchase, alcohol, drugs, or alcohol/drug paraphernalia for any organization event or programming activity.

Students are not permitted to be in possession of drugs, drug paraphernalia, alcohol or alcohol paraphernalia during the event or while in transit to and from the event destination.

The consumption or possession of alcoholic beverages on campus or at off-campus activities sponsored by a MCC student organization is prohibited by all participants regardless of age (including guests and community members).

Guests
MCC Students are responsible for their guests’ behavior at college functions. Students may be limited to the number of guests accompanying them to an event. The maximum number of guests varies depending upon the nature of the program.

Public Safety
The nature of a program determines whether or not MCC Public Safety or local police coverage is required. Inquiries about security requirement are to be made at the Center for Leadership & Engagement. When required, the sponsoring organization maybe required to pay for coverage.
Services are usually required at least one half hour before the event is scheduled to begin, and one half hour after the event is scheduled to end.

The American with Disabilities Act (ADA)
In order to be in compliance with the American with Disabilities Act, the following measures are required for all student activities and programs.

- When transportation is provided by the College and it is open to all MCC students (or if there is a student with disabilities in the group who requires accessible transportation), the organization must coordinate the planning of these needs through the Center for Leadership & Engagement. Reasonable notification of at least 2 weeks before an event is necessary to secure appropriate arrangements.
- Whenever possible, avoid planning events on campus in spaces that are not easily accessible (i.e. Trustees House, South Academic and Howe Building).
- Advertising of an event that may not otherwise be accessible must have a statement indicating that appropriate accommodations for disabilities will be made, upon request, for students with disabilities. The following statement should appear on such publicity materials:

MCC is committed to providing equal access and accommodations to students with disabilities. If you are a student with a documented disability, please contact the Center for Leadership & Engagement to request accommodations at least two weeks prior to the scheduled event at StudentEngagement@middlesex.mass.edu.

Clean Up
Student organizations are responsible for clean up at the close of their program. This includes picking up trash and making sure furniture is returned to its proper place (students should not move heavy furniture). When necessary, CLE staff may coordinate additional custodial services and organizations may be charged for their fees.

Monthly Reports
All organizations are required to submit to the CLE a Monthly Update Report within 5 business days of the last day of each month in order to better track programs and attendance. Monthly reports should include any meetings and events that have taken place along with the number of participants. Organization funds may be on hold for delinquent or incomplete reports. Forms will only be accepted electronically through The Compass.

Sales & Fundraising
In addition to a student organization’s annual operating budget allocation, student organizations are expected to fundraise throughout the year. When planning a fundraiser, student organizations may need to meet with their CLE liaison to make reservations, as well as arrange logistics for the deposit of funds within 24 hours.

Not for Profit or Non-Profit Status
No student organization has a “Not for Profit” or “Non-Profit” status. Therefore, it should not be stated nor implied that donations or receipts can be used by the donor for tax deduction purposes.

Ticket Sales
When selling tickets to an organization program, use the following instructions:
• Full name, student ID, phone number, e-mail address and age need to be documented at time of purchase (usually through a spreadsheet)
• Person who sold ticket must initial each sale and this employee/student volunteer should be the one to write down the information gathered.
• Number on ticket must match number on spreadsheet
• Travel waivers need to be signed at time of purchase (if under 18 they must get guardian signature first and then purchase the ticket)
• All rules must be posted and/or on ticket (i.e. No refunds, Must take transportation provided, One guest per student, etc.)
• Price must be included on ticket along with the phrase “No Refunds”
• FERPA Statement must be on any/all signup sheets (See below)

FERPA
The Family Educational Rights and Privacy act is a federal law that protects the privacy of student education records. Organizations may not give out member information to anyone (including family members or other students).

When signing up for an organization or event, students must provide contact information that may be shared with other organization members. For this reason, the following disclosure statement must be on all sign-up forms to inform students and get their consent:

*Purchasing a ticket and/or signing up for this event/organization may result in the use of your directory information by students and staff for providing information, reminders, advertising or assessment purposes.*

Raffles
The Massachusetts State Lottery Commission regulates procedures for planning and conducting raffles. All raffles will be held in accordance with the laws of the commonwealth of Massachusetts and the town of Bedford and the city of Lowell. All raffles sponsored by student organizations held on or off campus must be approved by CLE before commencing.

Special Regulations for raffles:
1. Each ticket must be numbered.
2. Tickets must name the sponsoring organization including Middlesex Community College.
3. Tickets must include the date and time of drawing.
4. Tickets must list prizes to be awarded.
5. Tickets must include the phrase “winners need not be present at the time of drawing.”
6. All drawings for prizes must be held in a public area.
7. Winners must be notified immediately.
8. All prizewinners will be responsible for any taxes on their winnings and their social security number and permanent address must be on file in the Center for Leadership & Engagement.
9. 5 % of the gross revenue on raffles must be sent to the Massachusetts Lottery Commission. The Center for Leadership & Engagement will process all student organization tax reports and required payments to the Massachusetts Lottery Commission.
**Event Cancellation Policy**
Any event may be postponed or cancelled due to inclement weather and/or threat of lightning (i.e. thunder is heard or lightning is visible) or for health and/or safety issues or staffing needs. The decision, as well as the decision to restart a postponed event, is at the discretion of the Center for Leadership & Engagement staff, faculty/staff adviser, or Public Safety.

**Posting & Advertising**
All announcements, signs, posters, flyers, banners, etc. for organization-sponsored events must be stamped with an expiration date by the Center for Leadership & Engagement. Organizations are responsible for hanging and removing their own materials in a timely manner (within 2 days of expiration date).

The CLE photocopier, poster printer, and supplies are available for official organization use. For posters, students must submit completed artwork (made with Microsoft Publisher) via e-mail to studentengagement@middlesex.mass.edu for printing. The poster should already be sized for the 17 x 22 dimensions. A maximum of 2 posters per event is allowed, one per campus. Use of these machines may be limited due to cost of supplies or excessive use.

Organization activities and programs may be publicized on the general CLE calendar. Event details will be taken from The Compass event system. To promote activities on the lobby TVs, information must be submitted to CLE Liaison in a PowerPoint slide.

All off-campus publicity must be coordinated through the Marketing & Communications Office via the Center for Leadership & Engagement staff.

**Posting Policy**
Items posted for organizations must relate directly to information and events sponsored by that group or the college and must follow the policies outlined below. The following guidelines govern the use of posters and flyers around campus. Violations of this policy may result in loss of posting privileges.

**All flyers must be stamped with expiration date by official MCC stamp in Center for Leadership & Engagement.**
- All flyers must be stamped with official MCC Center for Leadership & Engagement Stamp.
- Flyers must be advertising MCC news and events only.
- Flyers may be posted on boards designated for Internal News & Events (Non Community Boards).
- Flyers must be posted with staples (no thumb-tacks allowed).
- Flyers must not overlap information on other posted materials.
- All flyers must be 8.5x11 or smaller (exceptions made by campus manager or CLE).
- Expiration date will be set no more than one month from date of posting.
- Individual generating flyer responsible for posting and removal.
- Flyers must be in English or be accompanied by an English translation.
- MCC contact information must be on flyer.
- The College reserves the right to remove postings which have not been stamped for approval or improperly posted.
The Dos and Don’ts of Campus Posting

- **Do** post on designated bulletin boards.
- **Do** pull off old and outdated posters within **24 hours after the event** has passed
  - **NOTE:** This is the organization’s responsibility, and failure to remove posters may result in loss of posting privileges.
- **Don’t** post on entrance or exit doors, or on the surrounding glass or painted surfaces.
- **Don’t** post in elevators or bathrooms.
- **Don’t** cover other signs that have been posted.

Tabling

Organizations are encouraged to request tables in high traffic areas for recruiting and marketing purposes. When tabling, clear signage depicting the name of your recognized group is required (minimum 8.5x11), this sign must be visible in plain sight. Friendly sales techniques may work for those who are bold enough to try them, but aggressive or distracting activity is not appropriate and may result in the closing of your table or other disciplinary action.

Web Pages/Online Social Networking

An organization who would like to set up a website or online social networking site must do the following:

- Follow college policy in regards to web usage and the creation and maintenance of social networking sites.
- Create page and alert CLE Liaison to site for review.
- The CLE Liaison must be made an administrator of the site.
- Open sites will be linked to the Middlesex Community College website.
- All sites must include the following language (*This site will be monitored by college staff. The comments listed below are not necessarily reflective of the College’s views.*).
- It is expected that all members/followers/friends of the site post in a respectful manner that is reflective of the College’s core commitments.
Student Organization Travel

Center of Leadership & Engagement
Studentengagement@middlesex.mass.edu
Travel
Travel that is considered to be “organization-sponsored travel” typically indicates that the organization has taken a significant role in the planning of the trip and/or is using organization funds or SAF funds to cover any or all costs of the trip. This can include travel to conferences, competitions, facility tours, networking events, or any other off-campus event.

Travel requests are reviewed throughout the school year. The College may limit travel beyond a designated mileage point. Travel must be related to the mission/philosophy of the organization unless using revenue. Least expensive options must be considered for transportation and housing. Under most circumstances, the SAF does not pay for accommodations within 50 miles of campus, mileage, gas, parking, meals or personal expenses during travel. Only the organization’s CLE liaison or designee is authorized to reserve travel related accommodations. All incidental expenses related to travel must be discussed with an organization’s CLE Liaison prior to the trip. Student organizations violating Center for Leadership & Engagement travel policies are subject to sanctioning, which includes, but is not limited to any or all of the following actions: temporary freeze of organization spending, loss of use of facilities and services, permanent loss of organization budget, and suspension of all organization activities.

Adviser Requirements for Student Organization Travel
A professional representative (usually the adviser) from the College must accompany student groups when traveling. They will serve as the official contact person for the group and must be aware of off-campus expectations. “Trip tips” will be made available to all trip chaperones as needed from the Director of Leadership Development & Student Activities. One adviser per every 15 students must attend. Exceptions to this rule may be made by the Director of Leadership Development & Student Activities. The SAF will pay for only the advisers required to attend (funds from the sponsoring group’s allocated budget will be used). The Center for Leadership & Engagement reserves the right to determine whether an organization’s program or event requires an adviser or chaperone.

Pre-Travel Arrangements
When making the decision to travel as a student organization, the first step in the process for the group to meet with their CLE liaison to discuss reservations and bookings, as well as discussing an appropriate budget for the trip. In order to ensure the best rates and availabilities, groups should meet with the CLE liaison as soon as possible before a trip. Specifics (modes of transportation, dates and times of plane or train travel, hotels, etc.) should be brought to the meeting. Failing to plan in advance may result in a group not being able to travel. All requests for travel (transportation, accommodations, and conferences) must be made through The Compass.

Hotels & Lodging
Overnight accommodations must be booked, no later than two weeks before the stay, when possible through an organization’s CLE liaison. It is advised that groups book lodging even further in advance as hotels can sell out quickly. A representative from the student organization should meet with their CLE liaison. The group will find a low priced hotel that is close to the event, determine the nights of the stay, the number of rooms required to house the group, and the type of accommodations in each room, including the number and types of beds and any accessibility needs. The rooms may be placed on CLE credit card. Students may be required to place a personal credit card down to cover incidental charges that occur from student use. Students are responsible for any damages or costs incurred above and beyond standard room rates and taxes; and any additional charges will be billed to the room occupants.
Conferences & Registration
When coordinating registration for an event, at least six weeks before the conference deadline for registration, organizations should prepare a list of all participants and submit a Compass request before meeting with their CLE liaison. Organizations must provide their CLE liaison with all necessary information about participants, which may include birthdates, and/or A numbers.

Alcohol & Drugs
Students must adhere to State and Federal Laws as well as the Middlesex Student Code of Conduct in regard to alcohol and drugs. Students are not permitted to use student organization operating or fundraising funds towards alcohol, alcohol related expenses, or medication (such as Tylenol or other over the counter medication). The purchase of alcohol should not be on any organization dining transactions. No organization funds may be used to purchase, alcohol, drugs, or alcohol/drug paraphernalia for any organization event or programming activity.

Students are not permitted to be in possession of drugs, drug paraphernalia, alcohol or alcohol paraphernalia during the event or while in transit to and from the event destination.

The consumption or possession of alcoholic beverages on campus or at off-campus activities sponsored by a MCC student organization is prohibited by all participants regardless of age (including guests and community members).

International Travel
Members must provide copies of passports and other required documentation (if an international student) to the trip adviser (to be kept with him/her) and the Center for Leadership & Engagement. All students are responsible for ensuring they meet the eligibility requirements for entering the host country set forth by that country. Students who are denied entry into a country are responsible personally and financially for arranging immediate return transportation. International students must meet with resources on campus to determine eligibility for international travel. When traveling abroad students are concurrently subject to the laws of the host country, Middlesex Community College policies, the Code of Conduct and this document. The Center for Leadership & Engagement reserves the right to require additional advisers on international travel.

Trip Cancellation Due to Health and Safety Concerns
Middlesex Community College reserves the right to cancel any travel plans a group may have at any time if Middlesex deems the location or transportation a health or safety risk to participants.
Travel Forms
Every participant must sign a travel waiver prior to the trip departure which includes emergency contact information.

Acknowledgement of Risk and Consent Forms are available in the Center for Leadership & Engagement Offices and must be completed at least one week prior to departure. Advisers should retain travel waivers and carry them with them on the trip. Forms must be sent to CLE for filing upon return.

Transportation & Vehicle Rentals for a trip must be either public transportation, chartered bus, or a vehicle(s) rented/reserved through the Center for Leadership & Engagement. Vehicle rentals can only be used for school-sponsored events, and are not for personal use before, during, or after the event.

Self-Drive Waivers are available for students who wish to use their own vehicles to travel to and from club events. These are located in the resources section and must be approved by the CLE.

Campus Vehicles are available for most organization-sponsored events. Organizations wishing to use a college van for an event should contact their CLE Liaison. The van must be requested at least three weeks in advance. The van must be driven by authorized college personnel only. Organizations may be charged for various expenses, including the driver and mileage.
**Student Activity Fund**  
Students at Middlesex Community College, enrolled in 6 credits or more, pay a student services fee - a portion of which is applied to the Student Activity Fund (SAF). This fund finances cultural, social, educational, recreational, and wellness activities within the laws of the Commonwealth of Massachusetts and regulations established by Middlesex Community College. The fiscal year of the SAF shall end on the final day of June each year.

The Student Union Government Association (SUGA) shall appoint a finance committee each year to work with Center for Leadership & Engagement in reviewing budget requests and recommending allocations.

SUGA and the Center for Leadership & Engagement staff are available to assist with budget proposals.

**Guidelines for Allocations**  
The mission of the Student Government’s finance allocation process is to foster growth and excellence in the student experience at the college. The student government (SUGA) will fund activities that comply with the following guidelines, irrespective of viewpoint of the organization, and in accordance with the Statement of Rights and Responsibilities found in the current edition of the Student Handbook. The Student Government will not fund activities that fail to comply with the prescribed guidelines.

The budget request process exists to ensure accountability of all student activity fees funding; The process will also teach budget planning; encourage organizations to plan ahead; provide a platform for organizations to justify their expenses; and encourage a greater diversity of activities funded through a portion of the student services fee.

Requests for funding can be submitted throughout the year. Funds are distributed at the discretion of SUGA until depleted. The budget process consists of four stages:

- The budget request submitted through The Compass. Make sure to fill out the Budget Request form thoroughly as possible. Requests that are vague in nature run the risk of being rejected.
- Budget defense (optional): presenting the budget request to SUGA specifically is a great way for student organizations to show WHY they need the requested budget. A budget defense should be scheduled and will occur during a SUGA meeting.
- Appeals to SUGA recommendation (optional)
- Final SUGA approval and Treasurer Signature

The Student Government may fund activities that fall into the following categories:

**Student Government sponsored initiatives:** These are activities or initiatives sponsored by SUGA or parts thereof. These may include organizations, student internships, or programs that enhance transformative learning.

**Center for Leadership & Engagement operation and programs:** including staffing, licensing fees, publications, assessment, specialty supplies and anything related to recruitment for student involvement or retention of students.
Conference Activities (Paraprofessional Fund): These activities involve support for students of the college attending lectures, conferences, symposia, or similar activities. Students must also include in their plan how they will share what they learned from the conference with the MCC community.

Orientation Activities: Activities designed to create a welcoming environment for new students.

Leadership Development initiatives: including non-credit curriculum, speakers, retreats and workshops, service activities, and recognition.

Wellness, Fitness, and Recreation: Activities intended to educate the college community about health, wellness, exercise and nutrition, including hands-on and passive programming, facilities and intramural sports.

Special Activity Funding: Financial assistance for activities and events that meet the mission of the SAF. These activities fall into 1 of 3 categories:

- New Initiatives
- Collaborations
- Unanticipated needs

Budget proposals are reviewed and accepted according to the standard allocation process. These proposals are funded out of the contingency account. The contingency account is used to fund approved clubs and organizations. The funds are distributed as needed (under the discretion of SUGA) until all funds have been depleted.

Engagement Activities: These are activities which promote, supplement, or enhance curricular activities of the students at the College. To be included in this category, the activity for which funding is requested must be clearly linked to those of academic departments or programs.

Cultural Activities: The activities are designed to increase cultural awareness,

Social Activities: Programs and activities designed to create an environment that is enjoyable and pleasant, welcoming and fun; that is to build community and generate friendships.

The Contingency: An appropriation of the Student Activity Fund. Criteria considered for allocation:

1. The extent to which the proposed activity is likely to foster growth and excellence among students at the College.
2. The commitment of the activity sponsors to the execution of the activity.
3. The projected needs of the activity for the upcoming fiscal year.
4. The intent for direct service or active participation of students.
5. The program concept:
   - Does it connect to the strategic plan?
   - Does it connect to one or more ISLO’s (institutional student learning outcome)?
   - Does it meet one or more of the core commitments?
   - Does it encourage faculty-student interaction?


- Does it meet the mission and goals as outlined by Student Government and/or the CLE?
- Does it enrich the community?

Other considerations:

- The amount of outside funding the activity has previously received and the potential for additional funding from other sources.
- The goals of the organization's primary activities and its membership selection process.
- The number of students who will benefit from the program or service. (Anticipated participation rate. Does the activity benefit and/or is it open to the entire college community?)
- Collaborative efforts with other departments/groups.
- The success and effectiveness of the organization in planning and executing past programs. (Newly established organizations will not be judged by this criterion.)
- The quality and thoroughness of the written budget request. (Budget requests must be completed in their entirety including any supplemental documentation.)
- How much funding is available in the contingency account? (SUGA reserves the right to allocate a portion of the request based on anticipated future requests.)

Some limitations on food, travel, equipment, and subscriptions may apply. The contingency does not fund departments or supplement office budgets or long-term departmental programs.

- No more than 49% of the contingency can be used to fund these initiatives during the fall semester.
- A maximum limit of $500 may be imposed on non-organization requests.
- A maximum limit of $1000 may be imposed on organization requests.
- All deadlines and procedures must be followed in order to be considered.

Requests are reviewed monthly September through April.

SUGA members embrace the principles of honesty, fairness, and integrity. They protect the interests of all MCC students by ensuring that the decisions they make are in the best interests of all parties involved. Members do not make arbitrary judgments. They look at the big picture and make decisions that will benefit the entire college community. SUGA derives its authority from the Governor, the Massachusetts Board of Higher Education, and the Middlesex Community College Board of Trustees through the President of the College and Vice President for Academic and Student Affairs. The student services fee and subsequent allocation by a student board is common practice among American colleges and is established to broaden the base of decision making; preclude the risk of arbitrary judgments; help insure that the fee distribution will be in the best interest of the students at the college; promote the welfare of the students as individuals and group members.

Allocations are made as long as funds are available and if the activity conforms to the funding guidelines and the Statement of Rights and Responsibilities. All such requests are subject to approval by the Director of Leadership Development & Student Activities.
Obtaining a Budget
1. Registered organizations (or organizations in the process of registering) may submit a Budget Request through The Compass.
2. Request forms should be as detailed and specific as possible.
3. Request forms will be accepted September through April, with priority given to those submitted first for the particular fiscal year being considered.
4. Budget Requests for the current academic year will be processed no sooner than 2 weeks after the receipt of the request.
5. Funds will not be dispensed until all necessary registration forms are filed with Center for Leadership & Engagement.

New Organizations: Budget requests for new organizations or those submitted during the academic year with a personal defense by a student organization member. These formal proposals are short presentations that occur at weekly SUGA meetings after the receipt of a request. Organizations requesting additional funding should also consider a formal proposal. The CLE can help you with your preparation.
- New Organizations are eligible for a maximum of $1,000 per year based on fund availability and at the discretion of the Director of Leadership Development & Student Activities.

Budget Request
Organizations can request a budget by submitting a budget anytime throughout the year as funds will be allocated according to the guidelines until they are depleted starting in September. Budget Request forms can be found online through The Compass.

Criteria used for Returning Organization Budget Requests
The following will be taken into consideration when allocating returning organization budgets:
- Organizations using their budgets responsibly will be favored over organizations that request a budget and do not use allocated funds.
- All forms submitted by deadlines and in a timely manner
- Administrative work is complete and received in a timely manner (monthly reports)
- Innovative programs offered the previous year
- Completion of two service projects per year (one per semester)
- Organization involvement with CLE leadership workshops, organization/org trainings, etc.

Managing your Budget
- Student Organizations are required to elect or appoint a treasurer to manage funds.
- Budgets will be monitored by SUGA and Center for Leadership & Engagement, but the responsibility of maintaining funds falls with the specific organization.
- Advisers and organization executive officers may request a copy of their budget from SUGA at any time.
- There shall be no personal loans or advances made to anyone from the SAF.
• No salaries shall be paid from the SAF to organization members.

• No scholarship for an individual shall be funded by the SAF.

• SAF monies shall not be used for donations to charities.

• Student Organizations are not permitted to maintain checking/savings accounts or any other types of bank accounts. All funds are to be under direct supervision of SUGA and the Center for Leadership & Engagement.

• All money generated – either cash or checks – is to be deposited into the organization’s account through the Center for Leadership & Engagement as soon as it is received.

• All spending must be approved prior to use of funds

• All organizations will be notified of a deadline to spend funds at the end of the spring semester. Goods and services may be ordered up until that deadline. All remaining funds will be returned to the general Student Activities Fund. Goods and services must be received by the last day of June

• Invoices/receipts must be submitted to the CLE within two days accompanied by a Receipt Processing Form.

Proper Use of Funds
Organizations are permitted to spend funds on office supplies if needed, and orders for these items must be sent to the organization’s CLE liaison for purchase. Exceptions to this rule are made at the discretion of the Director of Leadership Development & Student Activities. All purchases must be relevant to activities of the organization and should not replicate resources currently available for student use. Organizations are not permitted to use an organization’s funds towards alcohol or alcohol-related expenses. Adviser and/or senior/officer gifts cannot be purchased with organization operating funds. All questions and doubts regarding appropriate and restricted expenditures should be directed to an organization’s CLE liaison prior to the purchase being made.

Tax Exemption
As a state institution, Middlesex Community College is tax exempt. The tax exempt number for the college is available in Center for Leadership & Engagement and should be used when making purchases for organization sponsored activities.

Alcohol & Drugs
Students must adhere to State and Federal Laws as well as the Middlesex Student Code of Conduct in regard to alcohol and drugs. Students are not permitted to use student organization operating or fundraising funds towards alcohol, alcohol related expenses, or medication (such as Tylenol or other over the counter medication). The purchase of alcohol should not be on any organization dining transactions. No organization funds may be used to purchase, alcohol, drugs, or alcohol/drug paraphernalia for any organization event or programming activity.

Students are not permitted to be in possession of drugs, drug paraphernalia, alcohol or alcohol paraphernalia during the event or while in transit to and from the event destination.
The consumption or possession of alcoholic beverages on campus or at off-campus activities sponsored by a MCC student organization is prohibited by all participants regardless of age (including guests and community members).

**Purchasing Methods**

The SAF will pay for purchases through one of the following methods:

**Purchase Order:** These formal “IOUs” prepared and signed by MCC accounting are the preferred method of payment from Middlesex Community College. Purchase order numbers are submitted to merchants to ensure smooth business transaction. Please note: PO’s for new vendors can take up to 6 weeks to process. Communicate with your vendor and plan accordingly.

**Market Basket Card:** Any food that can be purchased at a Market Basket grocery store is encouraged. The Center for Leadership & Engagement has an account & will provide the card for organization purchases.

**Check:** a hard copy check prepared and signed by MCC accounting issued and sent directly to merchants.

*All purchases and reimbursements require an invoice or receipt. In order to make payment to a company, Middlesex requires the organization to provide:*

- Company name
- Federal tax ID # (or social security number)
- Permanent address
- Phone number
- Company contact representative.

In order to make payment to an individual, Middlesex requires a **W9 Form**. CLE will provide this form if needed.

Check requests missing any of these items cannot be processed and payment will not be made. Check requests take approximately 6-8 weeks to process; plan accordingly to ensure that the payment reaches the vendor in a timely manner.

**Credit Card:** Special permission will be given by the Director of Student Activities.

**Reimbursements:** Organization members and advisers are NOT encouraged to use their own funds for purchases. Reimbursements will be given in special circumstances and only when approved in advance. Unapproved requests will not be reimbursed. No reimbursements will be made without original itemized receipts. No reimbursements will be made for state sales tax. Receipts must contain only charges for items purchased from the SAF and not contain items for purchased for personal use.

Unless otherwise instructed, The Center for Leadership & Engagement will coordinate all purchases through its offices and invoices are to be directed to the Center for Leadership & Engagement. Attach Receipt Processing Form to all invoices.
**Food Purchases** These may include (but are not limited to) a recruitment meeting or organization party. Other requests for food purchases for program refreshments, etc. will be reviewed separately. Like all expected purchases, organizations must anticipate food purchases at the time of their budget requests. Food for meetings may be charged to the SAF at **no more than $12.00 per member and a maximum of $200 per organization per semester**.

**Clothing Purchases as Promotional Materials** (see Promotional Materials section) are acceptable as a means for fundraising or to promote organization spirit/unity among members. **SAF will provide $10 per member and a maximum of $200 per organization on an annual basis.** Expenses above and beyond this limit must be deposited into the revenue account prior to purchasing items. **Orders must be placed through your CLE Liaison.**

**Equipment or Supplies** purchased by an organization (for particular organization functions) through the Student Activity Fund becomes college property to be used by MCC Students. The Center for Leadership & Engagements monitors its use. It is not to be used off campus without authorization from the CLE. It is not to be transferred to another office/organization or discarded without authorization from the Center for Leadership & Engagement. Lost or stolen items are to be reported to the Center for Leadership & Engagement at once. Organizations are to arrange for summer storage of equipment with the CLE. Equipment purchases are scrutinized carefully during difficult fiscal times.

**Subscriptions and Memberships** are considered on a case-by-case basis and may require authorization from the college. Inquiries may be made to your CLE liaison.

**Paraprofessional requests** are reviewed throughout the school year. Fill out the paraprofessional request form on The Compass when requesting funds for travel to a conference or seminar related to an academic program or career exploration.

**Important Purchasing Dates:**
- **April 22:** Last day to submit purchase requests
- **May 6:** Last day to submit receipts with the attached Receipt Processing Form.
- **June 30:** This is the fiscal year end date and the last day to receive any orders

**Fundraising**
A fundraiser is any event or sale where an organization collects money. Fundraising activities are required to help organizations raise money to support their various programs and initiatives. Earned funds through fundraising efforts may be used towards the purchases of food, clothing, member rewards, and other spending not anticipated when filing a budget request. Revenue spending must still be approved via the purchase request form. **SUGA recognizes the value of fundraising activities and this will be considered when making budget allocation recommendations. All organizations are expected to fundraise.**

In order to protect student organizations and the College, any student organization wishing to conduct a fundraiser on campus, must seek approval from CLE Liaison **before** conducting the fundraiser. **Fundraising Request Forms are located through the event system on The Compass.**
Funds must be available in an organization’s account in order to proceed with any purchase. Student organizations may not count on anticipated sales of tickets to raise money for the purchase of a prize or event.

Revenue (organization income of any kind) must be delivered to the Center for Leadership & Engagement within 24 hours from the time of collection. A revenue form must be filled out and a copy will be forwarded to the Center for Leadership & Engagement. Organizations will receive a receipt for this transaction.

**How Revenue Works:**
Revenue will be deposited into two separate spending pools: true revenue (profits) and programming revenue. True revenue exceeds what was used to pay for the fundraiser. This money will roll-over to the next fiscal year. Programming revenue replaces any amounts used to run the fundraiser. This money will return to the organization “bank” and can be used, according to purchasing guidelines, until the end of the purchasing time for the year. All SAF monies, true and programming revenue remaining in an organization account will be unavailable after this deadline. (True revenue will once again be available in an organization’s account, if all required paperwork is in order, the following fiscal year). Purchase requests are required to utilize revenue funds.

*Student organizations who lapse more than one academic year will forfeit all monies allocated including true revenue.*

**Raffles**
The Massachusetts State Lottery Commission regulates procedures for planning and conducting raffles. All raffles will be held in accordance with the laws of the commonwealth of Massachusetts and the town of Bedford and the city of Lowell. All raffles sponsored by student organizations held on or off campus must be approved by CLE Liaison before commencing.

Special Regulations for raffles:
10. Each ticket must be numbered.
11. Tickets must name the sponsoring organization including Middlesex Community College.
12. Tickets must include the date and time of drawing.
13. Tickets must list prizes to be awarded.
14. Tickets must include the phrase “winners need not be present at the time of drawing.”
15. All drawings for prizes must be held in a public area.
16. Winners must be notified immediately.
17. All prizewinners will be responsible for any taxes on their winnings and their social security number and permanent address must be on file in the Center for Leadership & Engagement.
18. 5 % of the gross revenue on raffles must be sent to the Massachusetts Lottery Commission. The Center for Leadership & Engagement will process all student organization tax reports and required payments to the Massachusetts Lottery Commission.
Charging Fees/Dues
Students pay a fee to the College to be able to enjoy activities at a discount or free whenever possible. Organizations must keep this in mind when they choose to charge a fee for an event or program. Organizations may choose to sell merchandise or offer a service to raise money for their group. Reasonable prices should be determined for such fundraisers.

Solicitation/Fundraising for Non-MCC Charities and Organizations
Organizations may choose to reach out to the community and collaborate on events and programs or fundraise for a donation as part of the community service requirement.

Organizations may NOT solicit donations to businesses without permission of the Director of Leadership Development & Student Activities and the Advancement Office.
**Student Organization Resources**

The Center for Leadership & Engagement has a variety of supplies and developmental resources available to student organizations. These range from organization development to member and leadership development. The Center for Leadership & Engagement is always open to new ideas and resources that may be helpful for student organizations. If the list of resources below does not meet the needs of an organization, they should meet with their CLE liaison to discuss further leadership opportunities.

**The Compass**

The Compass is the Center for Leadership & Engagement’s online student organization management system. Through it, students can find and join student organizations, manage and message their members, create and advertise events to campus, and much more. All student organization events are planned and organized through the event system.

The Compass is located here: [https://middlesex.collegiatelink.net/](https://middlesex.collegiatelink.net/)

Training is offered and advertised each semester or by appointment through your CLE Liaison.

**Center for Leadership & Engagement Liaisons**

CLE also provides leadership training custom designed to a student organization’s needs. Leadership training can range from in-depth information to specialized team building and group development specific to issues currently facing an organization. To design and arrange custom leadership training for an organization, groups should contact their CLE liaison.

**Mail**

All student organization mail should be sent to:

Center for Leadership & Engagement, Organization Name  
Middlesex Community College  
591 Springs Road  
Bedford, MA 01730

Your student organization will be notified when it receives pertinent mailings by your CLE Liaison. No personal mailings should be sent to these addresses.

**Email & Websites**

Communications from the Center of Leadership & Engagement will be only through Middlesex Community College email and students should use their Middlesex Community College email for all business related to the college including student organizations. If students prefer to use a personal address, they should have their Middlesex Community College emails forwarded to their personal account so as not to miss important information.

Organizations should refrain from using a parent organization’s website as a resource to prospective members as a parent organization’s website does not accurately describe how a student chapter is run on campus.
Use of the Middlesex Logo
Use of the Middlesex logo, seal, and crest must be approved by the organization’s CLE Liaison. Use of the logo, seal, and crest is a privilege and can be terminated at any time.
Recommended Constitution Format for Student Organizations

Article I: Name
Section A: State the official name of your organization.

Article II: Purpose
Section A: State the purpose or goals of your organization. The purpose of your organization can be academic, cultural, service-oriented, political, religious, etc. in nature. Your group should not duplicate the purpose of an already existing student group. If your group is similar to another group, state how your group is different from the other group. Also state any local, regional, or national affiliations in this section.

Article III: Membership
Section A: Define who is eligible for membership. Your group must be open to all Middlesex Community College students.
Section B: State if there is a distinction between voting and no-voting members. Membership may not be restricted based on gender, race, religion, creed, etc.
Section C: State any requirements for membership such as attending two or more meetings, paying dues, etc.
Section D: You may also state process of removal of membership such as yearly renewal, dues, etc. Members must be permitted to remove themselves from membership at any time.
Section E: Membership is only open to Middlesex Community College students.

Article IV: Meetings
Section A: State approximately how often meetings will be held.
Section B: Specify who may call a meeting. State what quorum is required at a meeting where decisions are made. For example, the quorum necessary for business could be “5 members or 50% of the membership, whichever is greater.”
Section C: Specify how decisions are made and who makes them. Note what proportion of voting membership is required for the passage of procedural and substantive motions (typically, a simple majority).
Section D: State the order of business and any procedural rules.
Section E: State requirements for when notice of meetings must be posted or for when agenda items are due.

Article V: Officers and Duties
Section A: Define the offices which will be elected and those which will be appointed (if any). The organization must have Middlesex Community College students, making satisfactory progress, as its officers.

Section B: President
I: Clearly state the duties of the officers (i.e. call meetings, set the agenda, take minutes; send out newsletters; organize major events; etc.).

Section C: Vice President (and so on for each officer)
Article VI: Advisers and Duties
   Section A: Faculty/Staff Adviser (The advisers must be Middlesex Community College faculty or professional staff members. The adviser must be approved by the Director of Leadership Development & Student Activities.)
   I: List responsibility of the adviser here
   II: List responsibility here, and so on (one line for each responsibility).
Section B: CLE liaison: Center for Leadership & Engagement Liaisons will assist with:
   I. Planning and logistical support of organizational events and programs
   II. Coordinate all organizational purchases approved by SUGA
   III. Assist with organizational budget management

Article VII: Elections
   Section A: State when elections are held (beginning of each semester or every spring) and how they are called.
   Section B: Define the quorum necessary for elections
   Section C: Who is permitted to run for office?
   Section D: Define how elections are run

Article VIII: Replacement and/or Removal of Officers
   Section A: In the event that an officer resigns, there should be provisions stating a time limit for replacement. Provisions for replacement should also be specified (i.e. appointment by the President, election, etc.)
   Section B: In the case of an officer removal, the ground which could justify such an action should be stated (i.e., negligence in fulfilling his/her duties, etc.). If there is a meeting or removal, specify the vote required for the removal motion and the rights of the officer in question.

Article IX: Constitutional Amendments
   Section A: Define the procedure for amending the constitution (i.e., positing the proposed amendment two weeks before the final meeting; requiring five signatures before the amendment may be considered.)
   Section B: State who may propose an amendment. Usually, there is a required delay between the introduction of an amendment and the voting (about two weeks). Specify the quorum and vote necessary for amending the constitution. Usually, this is the regular meeting quorum and a 2/3 majority vote.
   Section C (required): All amendments must be approved by the Director of Leadership Development & Student Activities.

Article X: By-Laws
   If your organization has a set of bylaws, state the procedure for adopting and amending the by-laws.

Article XI: Center for Leadership & Engagement Clause (Required at the end of your constitution)
   The Organization agrees to abide by the rules and regulations of Center for Leadership & Engagement and Middlesex Community College. This constitution, amendments to it, and the by-laws of this organization must be approved by the Director of Leadership Development & Student Activities and SUGA to insure that they are in accordance with the aforementioned rules and regulations.
Criteria for Club of the Year Award

(Winning organization is announced each year at the Leadership Recognition Awards Ceremony and given a $500 dollar bonus to next year’s budget request.)

Paperwork and Management of Budget

- Turned in paperwork in a timely manner (and organized)
- Managed budget in a fiscally responsible way
- Follows guidelines as outlined in The Beacon

Growth of the club

- Demonstration of improvement
- Membership recruitment

Activities

- Quantity and Quality of activities
- Advertising, planning, implementing, delegating, etc.
- Inclusion of campus in activities
- Uniqueness of programming

Student Driven

- Demonstration of leadership growth
- Activities and paperwork planned and submitted by students (not advisors)
- Ideas generated by students
- Inclusion of all members
- Conflict resolution, teamwork, etc.

Fundraising Efforts

- Were fundraisers conducted?
- Were they organized and successful?

Community Service

- Did the club participate in civic engagement?

Overall Performance

- (Consider ratio of budget & advisors to club membership/activities)