



# Student Organization Handbook 2024-2025

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Northeast Texas Community College is an equal opportunity institution and does not discriminate on the basis of sex, race, color, religion, age, national origin, disability, veteran's status, genetic information, gender, sexual orientation, or any other protected group status in its educational programs, employment policies or activities.



## **Welcome Students!**

Student Organization Members:

It is our hope that your involvement with any student organization at Northeast Texas Community College will further connect you to this institution.

Involvement in student organizations joins individuals with similar views and opinions, creating opportunities for developing new ideas, discovering hidden talents, cultivating interpersonal skills, and achieving collectively what could not be done individually. Students who are involved in student organizations and participate in campus activities are more likely to stay in school and be more satisfied with their collegiate experience.

The Office of Student Development and Inclusion is devoted to creating opportunities for students to engage in educational, multicultural, and social experiences that promote student learning, leadership, teamwork, personal and professional growth and service. Whether you are a member of a new or established student organization or belong to one, or several groups, we hope your organization finds this handbook useful as you operate throughout the academic year. This handbook contains detailed information regarding registration, space requests, equipment, policies, funding and much-much more! Please know that we are committed to your ultimate success, both as a student and as a contributing force within the campus community.

We are elated you have decided to get involved on campus! If you have any questions, feel free to stop by the Office of Student Development and Inclusion located in the Student Union Building. You may also contact the office via telephone at 903.434.8265 or email

Best of luck to you and your organization this year!

Sincerely,

Office of Student Development and Inclusion

## **Student Organization Responsibilities**

Student organizations seeking recognition from Northeast Texas Community College must complete the registration process once a year with the Office of Student Development and Inclusion.

The registration process is not considered complete until all steps have been completed. Until approval, the Office of Student Development and Inclusion prohibits student organizations from reserving space, distributing marketing materials, or accessing allocated funds.

### **Registration Process**

1. Attend the Student Organization Orientation/Training
2. Complete the Registered Student Organization Application and email a copy of your organization's constitution to the Office of Student Development and Inclusion. (see **Appendix A**).
3. Complete the Advisor Agreement and have the organization's designated campus Advisor sign it. Once completed, the Advisor Agreement must be emailed to the Office of Student Development and Inclusion.
4. The organization and the Advisor will receive formal correspondence from the Office of Student Development and Inclusion within 5-7 business days.
5. If necessary, the Registered Student Organization Application will be returned to the organization with recommendations or suggestions.

### **Membership Eligibility**

1. Office of Student Development and Inclusion shall be responsible for certifying all eligibility.
2. Student organization membership shall be open to all students currently enrolled during the academic year and in good academic and social standing. Good academic standing shall be defined as a student meeting the academic progress standards in the Northeast Texas Community College Academic Catalog. Good social standing should be defined as a student not currently undergoing discipline for Student Conduct. There are instances when a student may need to meet

additional or higher requirements to fill an open vacancy in a specific student organization.

3. Students must be registered for a minimum of three (3) semester credit hours in order to be recognized as an active member of a student organization.

## **Student Organization Policies and Procedures**

As a recognized student organization, members are expected to abide by all College-mandated policies, procedures, rights and responsibilities. All policies, procedures, rights and responsibilities are issued to provide and ensure a safe College community.

The Office of Student Development and Inclusion will periodically review student organization files and/or records to assess financial responsibilities, activity, and programmatic effectiveness.

The Office of Student Development and Inclusion may, at any time, review and/or revoke the recognition of a student organization to protect the best interest of the College. Reinstatement of a student organization's recognition must be executed in the same manner as all current student organizations are registered. Complaints against a student organization must be submitted in writing to the Office of Student Development and Inclusion.

### **Examples of Student Organization Sanctions:**

- Oral or written warning
- Restriction of privileges
- Restitution for damages
- Probation of recognized status
- Suspension of recognized status (Automatic with any drug-related offense)
- Withdrawal of recognized status (Automatic with any drug-related offense)

Northeast Texas Community College recognizes the importance of student involvement in activities as an integral part of the educational process that develops students' needs and interests.

The Director of Student Development and Inclusion is responsible for the implementation and administration of policies for student organizations.

Each registered student organization shall budget and be fiscally responsible in a manner that is fair and equitable to its current and future members.

Organizations sponsors shall have the responsibility for ensuring that all organization revenue is submitted to the Business Office, which shall issue a receipt for the funds.

Any fundraising activities shall be for the benefit of the organization as a whole or a charity, and no funds shall be distributed to officers or members of the organization for personal profit or gain.

The College District shall not be responsible for debts incurred by any student organization.

All organizations have the right to hold fundraising activities and to solicit funds for organizational activities, in accordance with college regulations.

## **Damages**

Student organizations are financially responsible for any unwarranted, malicious, or negligent damage to college space or equipment. Fines will be issued upon disclosure and a completed investigation.

## **Collective Responsibility**

Student organizations are responsible for violations of individual student members in conjunction with their activity, event, or program. For additional information, view the **Student Conduct Code** and **Disciplinary Procedures** in the Student Handbook.

## **Disorderly Activities, Events or Programs**

Student organizations are responsible for any activities, events, or programs which initiate and/or lead to a riot, disturbance or disorderly diversion, which interfere with normal College operations. Student organizations have the right to voice concerns. However, in instances where student organizations prohibit reasonable College operations, they may be sanctioned by the College. This section should not be construed so as to deny any student organization the right of peaceful assembly.

## **Community Standards**

Students and student organizations are expected to abide by NTCC's conduct standards when executing an activity, event, or program on or off-campus. Student organizations and their members are also expected to exhibit appropriate and responsible behavior with respect to their interactions in the larger community.

Students and/or student organizations that are deemed to have violated the Student Code of Conduct may face disciplinary action through the Office of Student Conduct. In

addition, violators may also be subject to prosecution under state and local criminal statutes.

The College District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on College District property at a College District-sponsored or College District-related activity, or in a vehicle operated by the College District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is so sufficiently severe, persistent, and pervasive that the action or threat limits or denies a student's ability to participate in or benefit from the College District's educational program.

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, or ostracism.

## **Financial Responsibility**

The College will serve as the depository and fiscal agent for all student organizations authorized to operate on campus. Organization sponsors will have the responsibility for ensuring that all organization revenue is submitted to the College Business Office., which will issue a receipt for the funds. Expenditure of organization funds will be under the direction of the sponsor and will be subject to procedures established by the Business Office. Each organization will be responsible for keeping detailed records that provide adequate data for financial operating reports.

No fundraising activities will be conducted without the approval of the Vice President of Advancement. Any fundraising activity will be for the benefit of the organization as a whole or a charity, and no funds will be distributed to the officers or members of the organization for personal profit or gain.

The College will not be responsible for debts incurred by any student organization. Under no circumstances may any collected monies be deposited in a bank or other agency by a registered student organization or representative, officer, or advisor.

An institution of higher education shall allow a qualified organization that is a student organization recognized by the College to sell raffle tickets at any facility of the institution, subject to reasonable restrictions on time, place and manner of the sale.

# Student Organization Travel Procedure

## Student Travel Requests

To assure that the events or activities that involve student travel are within the course and scope of the college's mission and that student safety concerns have been addressed, all travel undertaken must be approved in advance by the direct supervisor and the appropriate vice president.

1. To request authorization, members of the faculty, staff, or registered student organizations who organizes travel must submit a completed "Student Travel Request Form" along with the required documents and information to the appropriate administrator for approval.
2. The link to the "Student Travel Request Form" can be found in the MyEagle Portal under the Faculty Resources tab or under the Staff Electronic Forms tab. Once submitted, the form will be sent out for electronic signatures. All parties will receive a signed copy.

Student participants can vote on using funds raised by them for their club accounts to cover all or part of their trip balances.

## Student Organization Advisor

All student organizations are required to maintain a full-time faculty or staff member as their on-campus Advisor. This requirement serves to promote student/faculty interactions outside of the classroom, foster stronger connections with colleagues and increase a sense of school spirit and commitment to the institution

## Selecting an Advisor

It is important for student organizations to select advisors that are willing to help the organization meet its goals and provide guidance along the way. The Advisors should possess a working knowledge of the group, the ability to relate to college-age individuals, and the time commitment. Student organizations must determine the role they might want their advisors to assume and communicate expectations with their advisors. Similarly, the advisory may have their expectations for the group or for the role they are willing to play. Thus, both parties need to ensure they understand each other's roles and responsibilities and are a good match for each other.

Organizations may select new advisors at any time. If such changes are made, the Office of Student Development and Inclusion must be notified. Prospective advisors, please review the Student Organization Advisor Form attached in **Appendix B**.



## **Advisor Responsibilities**

Student organization advisors are one of the most important components of a group. Advisors help student organizations achieve and maintain efficiency. In addition to serving as a resource, advisors help facilitate discussions, offer feedback, and establish stability and continuity in organizational operations and activities. Furthermore, advisors should not spend student organization funds without the consent of the group. Student organization advisors are expected to agree to the following as part of the registration process:

- **Have a firm understanding of the rules, regulations, and procedures of the college.**
- **Have a firm understanding of the rules, regulations, and procedures of the student organizations.**
- **Act as a liaison for the group.**
- **Provide advice and guidance. Serve as a resource and mentor for the students.**
- **Help the students develop and learn how to function as a team!**
- **When possible, attend meetings, activities, events and programs.**
- **Maintain consistent contact with the officers. Encourage members to share leadership responsibilities.**
- **Help with a transition in leadership.**

Advisors are required to attend late-night and weekend campus activities, events, and programs; excludes meetings. Advisors' failure to attend a late-night activities, events, and programs, shall be defined as any activity, event, or program that starts or ends after 11:00 pm. Weekend activities, events, or programs should be defined as any activity, event, or program that takes place on Saturday or Sunday.

## **College Space Request Process**

All student organization request for college space must go through the Administrative Assistant to the Associate Vice President for Instruction at 903-434-8216. Space request that requires room set-up must be submitted a minimum of 10 business days before the schedule date to Plant Services; this includes space requests where tables and chairs are needed. Space requests that require equipment set-up must be

submitted a minimum of 5 business days before the scheduled date. All events, programs, and meetings involving set-up require a schematic and scheduled walk-through with the Director of Student Development and Inclusion. For additional information, contact the Office of Student Development and Inclusion.

**To reserve SUB 101, please contact Jessica Dorantes at [jdorantes@ntcc.edu](mailto:jdorantes@ntcc.edu).**

## **College Websites**

Northeast Texas Community College provides free web space (calendars) for all recognized student organizations. To have events posted on the college website, information must be submitted by email to the Director of Student Development and Inclusion a minimum of 10 business days before the scheduled date. Email submissions are accepted at [jdorantes@ntcc.edu](mailto:jdorantes@ntcc.edu).

## **College Posting Policy and Announcements Posting**

The Office of Student Development and Inclusion must approve all campus posters, signs, and flyers. Student organizations are only permitted to post twenty-five (25) flyers, posters, or signs per activity, event, or program.

All posts (flyers/posters) are required to contain the following information:

- The sponsoring student organization/campus department
- NTCC's non-discrimination statement:
  - Northeast Texas Community College is an equal opportunity institution and does not discriminate on the basis of sex, race, color, religion, age, national origin, disability, veteran's status, genetic information, gender, sexual orientation, or any other protected group status in its educational programs, employment policies or activities.

Flyers posted on bulletin boards may stay up for a minimum of two weeks from their original date of posting and must be removed within 24-hours after the event. One flyer per event is permitted on approved posting locations. Do not post flyers on glass panels of the buildings.

Any posting larger than 11 x 17 must receive the approval of the Office of Student Activities and Inclusion.

## **Email Announcements**

Student organizations may send campus-wide emails through the College listserv. The Office of Student Development and Inclusion reserves the right to edit messages for content, clarity, and completeness.

Student organizations are limited to one (1) email announcement per week. Email reminders are counted toward the one (1) request per week. Corrective email messages will be sent on a case-by-case basis; every effort should be made to ensure email announcements are correct and complete before submitting them to the Office of Student Development and Inclusion.

## Student Organizations

Active Minds: Cindy Stansell.....cstansell@ntcc.edu  
Ag Club: Rene McCracken.....rmccracken@ntcc.edu  
Baptist Student Ministries: Tim Williams.....bsm@ntcc.edu  
BioChem Club: Mark Ellermann.....mellermann@ntcc.edu  
Business Club: Karen Andrews/Linsey Harwell...kandrews@ntcc.edu/lharwell@ntcc.edu  
Carroll Shelby: Zac Strawbridge.....zstrawbridge@ntcc.edu  
Cosmetology Club: Necah Posey/Erin Robles.....nposey@ntcc.edu/erobles@ntcc.edu  
Eagle Baseball: Macall Lawrence.....mlawrence@ntcc.edu  
Eagle News Media: Mandy Smith.....msmith@ntcc.edu  
Eagle Rodeo: Macall Lawrence.....mlawrence@ntcc.edu  
Eagle Soccer: Macall Lawrence.....mlawrence@ntcc.edu  
Eagle Softball: Macall Lawrence.....mlawrence@ntcc.edu  
Film Club: Julie Ratliff.....jratliff@ntcc.edu  
Honors Society: Dr. Andrew Yox.....ayox@ntcc.edu  
Library: Heather Shaw.....hshaw@ntcc.edu  
Nurses Organization: Dr. Charla Denman.....cdenman@ntcc.edu  
Phi Theta Kappa: Dr. Melissa Fulgham/Dr. Maryna Svirska  
Otero.....mfulgham@ntcc.edu/msvirskaoter@ntcc.edu  
Physical Therapist Assistant Club: Bree Thompson.....bmcadams@ntcc.edu  
Psi Beta National Honor Society: Dr. Karyn Skaar.....kskaar@ntcc.edu  
Pride Flock: Dr. Drew Murphy.....dmurphy@ntcc.edu  
Sigma Kappa Delta: Jennifer Sparks .....jsparks@ntcc.edu  
Social Work Club: Carmen Shurtleff.....cshurtleff@ntcc.edu

Sociology Travel Club: .....cshurtleff@ntcc.edu

Student Government Association:.....

Student Success Association: Crystal Nieves/Asenet  
Obregon.....cnieves@ntcc.edu/aobregon@ntcc.edu

Tabletop: Julie Ratliff.....jratliff@ntcc.edu

Wesley Fellowship: Dr. Charles Hamilton.....wesleyfellowship@ntcc.edu

## **Office of Student Development and Inclusion**

### **Contact Information:**

Phone: 903.434.8265

Office: Student Union Building (SUB) 101

# Appendix A

## Student Organization Registration Form

This is the Northeast Texas Community College Student Organization registration form. You will need to also submit your constitution and roster ready to submit. Please answer all questions accurately.

Please answer the following:

Returning Student Organization (our student organization has been registered within the last two (2) semesters.

New Student Organization (Our student organization has never registered or registered within the last (2) semesters

By completing this form, you are informing the Office of Student Development and Inclusion about your authorized officers for the academic year. Authorized Student Representatives are able to conduct business on behalf of the organization. They will be able to submit room/event reservations, request funds from SGA, and make changes/updated to the organization. Please remember we will be verifying all information provided by the recipients.

Name of the Student Organization

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Type of Student Organization

Academic Interest

Multicultural/International

Honor

Religious/Spiritual

Sport

Special Interest/Other

List your Mission Statement/Organization Description:

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Student Organization Contact Email:

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Please provide 3 authorized student representative's name, email, and position within the organization.

Student Representative name email, and position. (1)

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Student Representative name, email, and position. (2)

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Student Representative name, email, and position. (3)

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Please provide your student organization on-campus Advisor's name and email.

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

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

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

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

Please provide the number of members currently active in your Student Organization.

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Please attached a current member roster and Constitution to this registration form.



Please read the section below and the Student Organization Representative must initial to acknowledge your understanding for our Hazing Policy.

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing. *Education Code 37.153(a)*

Please refer to the **Student Handbook** for additional details.

\_\_\_\_\_ I have read and understand all content on the Hazing Policy.

By completing this form, you are informing the Department of Student Development and Inclusion about your authorized officers for the academic year. Authorized Student Representatives are able to conduct business on behalf of the organization. They will be able to submit room/event reservations, request funds from SGA, and make changes/updates to the organization. Please remember we will be verifying the information provided by the recipients. The information will also be used to place on the website.

Full Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

# Appendix B

## Student Organization Advisor Form

All registered student organizations at Northeast Texas Community College are required to have an advisory who is a full-time member of the campus faculty or staff. Advisors play an important role in the function of student organizations.

### **An Advisor's responsibilities include, but are not limited to:**

1. Assisting the organization in developing goals and objectives consistent with their mission and the mission of Northeast Texas Community College. Be informed of the purpose and programs of the organization. Review a copy of the organization's constitution.
2. Be informed of college policies and procedures, governing student organizations, the student body, the campus and the College as a whole.
3. Maintaining regular contact with the officers and general members of the organization, which may involve attending meetings and activities conducted by the organization.
4. Serving as a resource to the organization and its members as needed. Be available to the officers and members of the organization on a regular basis for consultation.
5. Providing continuity during periods of student leadership transition.
6. Challenging/motivating officers and members to develop programs which will strengthen the organization and help it fulfill its goals.
7. Serving as a role model to the organization's leaders and members, emulating those characteristics and behaviors they need to develop.
8. Remaining knowledgeable about the organization's activities.
9. Maintaining regular contact with the Office of Student Development and Inclusion.
10. Serving as chaperone for some organizational events as a pre-requisite to the event being approved.
11. Discuss and clarify your role as the advisor with group members to avoid problems due to misunderstandings regarding roles and responsibilities. Promote involvement and discussion amongst group members.
12. Encourage the organization's members to assume responsibility for its program and its effectiveness.
13. Must attend all meetings, practices, event conferences, trips and outings of the student organization and help provide continuity for the organization. Supervise and attend organization events sponsored both on and off campus. A room or building will not be unlocked for students to gain access without the visibility of the advisor. The advisor is responsible for overseeing the event overall.
14. Must approve all expenditures for the student organization.
15. Must sign off on all room request and room setup requests sent to the facilities office.
16. Must be the only contact for all press releases and publicity materials sent off campus.

The Office of Student Development and Inclusion will provide resources to Faculty/Staff Advisors including student organization information and will work with Faculty/Staff Advisors as needed to assist the organization.

Your signature on this form indicates that you have agreed to serve as an advisor for \_\_\_\_\_ organization and that you have agreed to the responsibilities entailed.

Full Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

# Event Registration Form for Student Organizations

Forms must be submitted and reviewed at least two weeks prior to the event date to the Office of Student Development and Inclusion in the Student Union Building.

Name of the Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Officer Name/Title: \_\_\_\_\_ Email: \_\_\_\_\_

Organization Advisor Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Description of Event:

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Facility Reserved?  Yes  No      Facility Requesting: \_\_\_\_\_

**All facility requests should go through the Associate Vice President of Instruction's Administrative Assistant**

Logistics:

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Event is open to: Members and guests only  Campus Only  Public

Do you want this event posted on the online Student Activity Event Calendar?  Yes  No

Will the event have an admission charge?  Yes  No

Will the event require ticketing?  Yes  No

Is the event a fundraiser?  Yes  No

Are you selling anything?  Yes  No

Cost per ticket or item selling? (if applicable) \_\_\_\_\_

Are you using the outdoor amplified sound?  Yes  No

Is the event being co-sponsored by another on-campus organization?  Yes  No

If yes, please provide the co-sponsoring organization \_\_\_\_\_

Is the event sponsored or promoted by a non-college organization? \_\_\_\_ Yes \_\_\_\_ No  
If yes, please provide the non-college organization name \_\_\_\_\_

Is a physical activity (dancing, trampolines, etc.) involved in this event? \_\_\_\_ Yes \_\_\_\_ No  
Please explain: \_\_\_\_\_

Will food or beverages be served or sold at this event? \_\_\_\_ Yes \_\_\_\_ No  
If yes, please explain: \_\_\_\_\_

Will food or beverages be prepared and/or cooked on site (E.g., BBQ)? \_\_\_\_ Yes \_\_\_\_ No

**I, as an authorized officer of the above-mentioned group, agree to abide by the policies and all College regulation and city, state, and federal laws. I understand that both my organization and I may be held responsible for violations of any College policies and city, state, and local laws related to this event. I understand that I am responsible for any damages and clean-up and will be expected to pay for any repairs to any facility damage incurred while in use by my organization.**

Contact Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Advisor Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED BY:**

\_\_\_\_\_  
**Office of Student Development and Inclusion**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Associate Vice President of Student Services**

\_\_\_\_\_  
**Date**

**Any approval required beyond the Associate Vice President of Student Services will be escalated to the appropriate office as necessary.**