INTRODUCTION

This manual is intended as a resource guide for the Department of Student Services at Meridian Community College*. The manual is also designed as a resource guide for the advisors of student organizations on campus, as well as student officers and leaders.

*Throughout this manual, Meridian Community College may be referred to as MCC and the Campus Life Coordinator as CLC.

STUDENT ORGANIZATION

PURPOSE STATEMENT

The purpose of each Student Organization is to facilitate the growth and development of each student's potential. Each Student Organization will accomplish this by providing programs to enhance each student’s ability to become self-directed, to function more efficiently in society, to become a proficient decision-maker, and to provide a "social" education to compliment the student's academic education. To facilitate this growth and development, Student Organizations will provide opportunities through:

1. The individualization of the college for the student.

2. The offering of opportunities for student growth and development in areas other than academics.

3. Student involvement in the college and local community.
4. The providing of input and guidance for organization development.

5. Student involvement in college governance.

6. Leadership development opportunities and training.

7. Opportunities to develop interpersonal skills and group dynamics.

8. The programming of leisure activities and development of leisure skills.

Various programs offered through Student Organizations include:

   Leadership Effectiveness and Development (LEAD)
   Entertainment
   Special events
   Travel
   Community service opportunities
   Competition

**STUDENT ORGANIZATIONS AND ADVISORS**
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<thead>
<tr>
<th>Organization</th>
<th>Name</th>
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<tr>
<td>Arts Students League</td>
<td>John Marshall</td>
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<td></td>
<td>Terrill Taylor</td>
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<td>Baptist Student Union</td>
<td>Justin Busby</td>
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<td>Sandy Clark</td>
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<td>Future Educators of Association</td>
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<td>Shannon Lang</td>
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<td>Kathy Mckay</td>
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<td>Betty Hennington</td>
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<td>Phi Beta Lambda- Business Office Technology</td>
<td>Kathy Allen</td>
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<td>Denay Price</td>
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<td>Flora Sumrall</td>
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<td>Brenda Arnsdroff</td>
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<td>Joy Russell</td>
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<td>Curtis Beckman</td>
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<td>Phi Theta Kappa International Honor Society</td>
<td>Amy Wolgamott</td>
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<td>Lucy Ferguson</td>
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<td>Phyllis Holladay</td>
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<td>Physical Therapist Assistant Student Organization</td>
<td>Kimberly Ennis</td>
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<td>Practical Nursing Student Organization</td>
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HOLLY CRANE

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OLIN THOMAS

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SKILLS USA

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WESLEY FOUNDATION

WESLEY FOUNDATION

SPECIAL INTEREST GROUPS

Purpose Statement

A special interest group is an organization that is designed to support specific college functions and is financially supported through the Meridian Community College budget. These groups often perform a specific service for the College and are not required to submit all paperwork and do not qualify for incentive funds, awards or travel money (unless money is provided for in the school budget).

Special Interest Groups

College Activities Board

Adrian Cross

340

Stanley Triplett

894

Dimensions

Twyla Hurst

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Tammy Miles

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PROCEDURES FOR ESTABLISHING A NEW ORGANIZATION AT
MERIDIAN COMMUNITY COLLEGE

When a group of students desires to become a sanctioned student organization, that is an organization that is recognized and approved by the MCC administration, the following procedures must be followed:

1. Submit a list of no less than ten names of interested students to the C.L.C.
2. Select an advisor. Student organization advisors must be full-time faculty or staff who agree to assume the role of advisor for the organization.

3. Complete the forms "Application For Charter" and "Advisor Letter of Intent" and turn them in to the C.L.C..

4. Draft a constitution. After the charter is granted by approval of the C.L.C., the proposed organization has four weeks to submit a constitution to the C.L.C. The constitution must clearly state the organization's purpose, objectives and proposed structure. Constitutions must be consistent with the Student Behavior Code and other policies supported by the College and Dean of Student Services.

5. Serve a one-semester temporary status period. After an evaluation by the C.L.C., organizations are granted or refused permanent status. Those organizations that are refused permanent status will be given an opportunity for reconsideration following a one semester waiting period and another evaluation.

**General Requirements for Student Organizations**

Each year, student organizations must fulfill certain requirements in order to maintain approved status at MCC. Approved student organizations are granted the use of facilities, equipment, services, and
transportation. Approved organizations also qualify for incentive and travel funds, as well as the B.G. Raden Memorial Award.

The requirements include:

1. Maintain a membership list of registered students. Membership lists are to be turned in to the CLC Office by the third Monday in September.

2. Elect officers based upon procedures in the organization's constitution. Officers must be elected by the third Monday in September.

3. Turn the "Student Organization Goals" form in to CLC Office by the third Monday in September.

4. Turn in a Directory form by the third Monday in September and inform the CLC Office of the names of officers and faculty advisors' and any changes that might occur.

5. Hold regular meetings and turn in a copy of each meetings minutes to the CLC office within one week after each meeting. This criteria is used to determine whether the organization is maintaining an active program and fulfilling its stated purposes.

6. Participate in at least two College sponsored projects per semester. For example: Fallfest, Intramurals, Springfest, Drug
Awareness Week, Blood Drive, Concessions, Welcome Week, March of Dimes Walkathon
7. Inform the CLC of any scheduled activities (social, service or informational) prior to their occurrence. An “Activity Request Form” must be submitted for approval, to the CLC, **TWO weeks** prior to an event.

8. Turn in an Activity Evaluation form within **ONE week** following each activity.

9. Participate in the Leadership Effectiveness and Development (LEAD) Training Program. Each officer is expected to attend officer orientation programs, as well as the mandatory sessions. (This may be accomplished by attending the actual LEAD meetings or by watching the video.)

10. Comply with the student behavior code in the current catalog and adhere to all college policies and standards.

11. Keep a current constitution on file in the CLC Office. Constitutions must be regularly reviewed and updated each **year**.

12. MCC does not exclude from participation in, deny the benefits of, or otherwise, discriminate against any person in any program or activity of the college on the basis of race, color, national origin, creed, sex, age, marital status or disability.

**STUDENT ORGANIZATION EVALUATIONS**
Student organizations come under review by the CLC at the end of the school year.

**Mid-Year Evaluation**

In January, the CLC completes a mid-year evaluation. This evaluation is based upon the thirteen general requirements for which each organization is responsible.

**End-of-Year Evaluation**

In April, the organizations are evaluated using the thirteen requirements. If an organization fails to fulfill the purpose stated in its constitution, or any of the general requirements stated for maintaining approved organizational status, that organization may be put on a one-semester probation period. Throughout the semester, the organization will be closely monitored by the CLC. At the end of the probation period, if the organization can justify its purpose and has met the requirements, that organization shall be removed from probation. If the organization still fails to fulfill approved student organization requirements, the Dean of Students will decide whether or not that organization shall continue to be sanctioned by Meridian Community College.

**INCENTIVE FUNDS**
Incentive funds are monetary awards given to an organization based on their end of the year evaluation and performance in fulfilling the general requirements for maintaining approved organizational status and are distributed in April:

1. Maintain a membership list of registered students. Turn in to the C.L.C. office by the third Monday in September

2. Elect officers by the third Monday in September.

3. Turn in student organization goals in to C.L.C. office by third Monday in September.

4. Turn in a Directory form by the third Monday in September.

5. Hold regular meetings and turn in a copy of the minutes to the C.L.C. office within one week after each meeting.

6. Participate in at least two College sponsored projects per semester

7. Inform the C.L.C. of any scheduled activities by completing and turning in an Activity Request Form two weeks prior to all activities.
8. Turn in an Activity Evaluation Form within one week following each activity.


10. Comply with the Student Behavior Code, and adhere to all college policies and standards.


12. Require all officers and advisors to read the Student Organization Policy and Procedure Manual.

In April, organizations will have the opportunity to receive incentive funds for the spring semester. The C.L.C. will review the criteria, evaluate the organization's performance and reward them for their efficiency. This review is the end of the year evaluation. Monetary award amounts will be determined by the C.L.C. based on the review. ($100.00 Max.)

Organizations rating 80% or higher will receive incentive money transferred into their accounts. Money will not be awarded to organizations that have not completed at least 80% of the requirements necessary to maintain approved organization status on campus.

Those organizations with less than 80% on their end of the year evaluation need to complete their files before the end of the spring semester or the organization will be placed on probation.
THE ORGANIZATION DIRECTORY

The Organization Directory is an informative booklet designed to familiarize community, faculty, and students with all of the student organizations, their purpose, and other important information. Included in the directory is a listing of names, purposes, officers, advisors, and regular meeting times, dates and locations for each organization. The Organization Directory will be distributed to administration and faculty upon request. Organization advisors and students leaders will automatically receive a copy. A directory form is included in Appendix A of this notebook. A copy of this form must be completed and turned in to the C.L.C. office by the third Monday in September. The directory will be published the first week of October.

B. G. Raden Memorial Award

The B. G. Raden Memorial Award is a commemorative award given each year to the top three outstanding student organizations on the Meridian Community College campus. These memorial awards are given in honor of B. G. Raden, a longtime chemistry instructor at Meridian Community College. Raden, who died in the late 1960's, is remembered for his competence in instruction and his interest in students and student organizations.

The Dean of Student Services, Campus Life Coordinator and two College Activities Board members serve as an evaluation committee. In April, the committee meets and evaluates the organizations using the following criteria:
1. Each organization sets its goals in September. These goals are written and submitted to the C.L.C. Organizations must successfully complete, or be in the process of completing all goals (100%). *(Required for consideration.)*

2. The organization must earn 80 out of 100 possible points on the mid-year evaluation. *(Required for consideration.)*

3. Other criteria considered in judging organizations are as follows:
   a) Number of campus activities
   b) Variety of campus activities
   c) Number of off-campus/community activities
   d) Variety of off-campus/community activities
   e) Majority of total members in organization participating in activities
   f) Activities support the purpose of the organization as listed in the organization's constitution and goals on file.
   g) Officers participating in the Leadership Effectiveness and Development program

Organizations are asked to submit justifications of goals prior to committee selection process. Other criteria are discussed in committee and used to select the top three organizations.
Winners are announced and awards are presented to organization presidents at the Meridian Community College Awards Night ceremonies in April.

**BASIC GUIDELINES FOR STUDENT ORGANIZATION OFFICERS**

To hold an office in any local, state, or national organization is a high honor requiring certain responsibilities. First and foremost, officers must enlarge their perspective from the purely member interest to encompass the purposes of the organizations and its effective and efficient functioning. As a result, officers must prepare themselves for such responsibilities by:

1. Becoming increasingly skillful in the duties of their office by study and practice.

2. Developing a thorough knowledge of the Constitution and By-Laws of the organization.

3. To teach themselves how to approach all issues objectively so that their decisions will be honestly reached for the "good of all."

4. Carrying out all duties, thoroughly, on time, and to the best of their ability.

5. Working cooperatively with all other officers and officials so that the leadership of the organization will be strong and effective to assure success of the program.
6. Giving willingly of time and effort which will be required of them.

7. Taking the responsibilities of the office seriously. The success or failure of the organization depends on it.

8. Willing to ask for help or information when necessary.

9. Preparing for meetings in order to allow more efficient use of officers and members time.

**RESPONSIBILITIES OF OFFICERS**

The following information may be used as a guide for outlining the duties of newly elected officers. The number of officers and responsibilities will vary according to the size and need of the organization.

I. The President
   a. Preside over all business meetings.
   b. Appoint and establish any necessary committees.
   c. Vote only in case of a tie.
   d. Serve as an ex-officio member on all committees.
   e. Present business to the organization.
   f. Represent the organization at all times.
g. Develop goals for the chapter with the help of the advisor and the officers.

h. Become familiar with parliamentary procedure (or alternate option).

i. Prepare a written agenda for meetings.

II. The Vice-President

a. Be well-informed of all organization issues.

b. Be prepared to assume leadership or make decisions in the absence of the President.

c. Take roll at the meetings. (optional)

d. Coordinate all committees.

e. Act as program chairman. (optional)

III. The Treasurer

a. Open and/or maintain a school bank account for the chapter.

b. Receive all money.

c. Write receipts.

d. Request checks and be responsible for paying bills.

e. Keep an accurate set of records which shall be audited by the advisor before the office is relinquished.

f. Present a financial report at each business meeting.
g. Place all records in the official files of the chapter at the end of each academic year.

IV. The Secretary
a. Take minutes of the meetings.
b. Read minutes of the meetings.
c. Maintain records of the meetings.
d. Maintain membership/attendance records.
e. Maintain a file of chapter correspondence.
f. Place all records (typed) in the official record book at the end of each academic year.
g. Keep a full record of chapter functions.
h. Submit activity request and evaluation forms to the Dean of Students office.
i. Attend all College Activity Board Meetings
j. Send press releases whenever possible to all area newspapers. (optional)
k. Prepare and maintain the chapter scrapbook. (optional)

V. The Reporter
a. Send press releases to campus and local newspapers.
b. Submit chapter information to state or national newsletters.
c. Arrange for photos when necessary.
d. Inform the public and campus of the organization program and purpose.

VI. The Parliamentarian

a. Serve as a consultant to the President on procedural matters.

b. Become an authority on parliamentary procedures and/or Roberts Rules of Order.

c. Assist the President in conducting meetings using proper procedures.

*Student organizations may use ALL, SOME or NONE of these officer positions.

**STUDENT ORGANIZATION OFFICER ORIENTATION**

**PRIVATE AND TRAINING**

Officers must be selected by the third Monday in September. All student organization officers are required to attend an officer orientation sponsored by the Leadership Effectiveness And Development program. During this orientation, officers will have the opportunity to meet faculty and student campus leaders, learn to set goals along with their own organizations leadership team, ask questions, and learn basic skills and information necessary to successfully lead their organization.
Most leadership skills are learned and a committed effort on the part of each person is needed to learn these skills and adequately prepare them for office. Information is provided through the C.L.C. in the form of:

- Student Organization Policy and Procedure Handbook
- Leadership Effectiveness And Development Program
- LEAD Officer Orientation
- Leadership cassettes and videotapes
- Officer training videotapes
- Meyer-Briggs Personality Type Indicator Testing
- Booklets: Parliamentary Procedures, Icebreakers, Meetings, Leadership Skills, Assertiveness...
- Resource Files

Materials can be checked out from the L.O. Todd Library.

**STUDENT ORGANIZATION FINANCES**

**ORGANIZATION ACCOUNTS**

Bank accounts outside of Meridian Community College are not allowed for student organizations; therefore, the Meridian Community College Business Office will provide each organization with a MCC account and account number, through which funds can be deposited or with-
drawn. Student organization accounts do not carry interest. The account number for your organization is available from the Dean of Students. The balance is available from the Business Office. The faculty advisor and the treasurer of each individual organization are responsible for recording deposits and withdrawals and keeping correct monthly balances. The college does not assume responsibility for any debts made by an individual organization.

DEPOSIT AND WITHDRAWAL OF FUNDS

The procedure for deposit and withdrawal of funds is as follows:

DEPOSITS

1. Count money before bringing it to the Business Office. Roll change if possible. (The Business office will furnish coin sleeves.)

2. Using the student organization account number, deposit earnings with the cashier in the Business office.

3. Retain receipt received from cashier for verification of deposit.

4. RECORD DEPOSIT IN TREASURER'S RECORDS.
WITHDRAWAL

1. Fill out the Request for Allocation of Internal Funds form. Include the student organization account number. Furnish invoice and/or receipts.

2. Have the form approved and signed by an advisor.

3. Turn in the form to the bookkeeper in the Business office by noon on the Wednesday prior to the date needed. Checks are only written one day per week! Plan ahead! Checks will be placed in the advisors' campus mailbox or can be picked up in the Business office on Thursday afternoon.

4. RECORD WITHDRAWAL IN TREASURER'S RECORDS.

TRANSFER OF INTERNAL FUNDS

In transferring travel money or incentive funds to an account, the CLC will make the transfer directly from the school account to the organization account. Organization advisors will receive notification through a copy of the "transfer of funds" form sent by the CLC.

LEADERSHIP EFFECTIVENESS AND DEVELOPMENT
STUDENT LEADERSHIP TRAINING PROGRAM

L.E.A.D.
PURPOSE

The purpose of the Leadership Effectiveness and Development program at MCC is:

1. To provide leadership training opportunities for ANY interested student on campus.
2. To prepare student officers to become effective leaders of organizations.
3. To familiarize students with community leaders and leadership opportunities.

STUDENT LEADERSHIP TRAINING COMMITTEE

The Student Leadership Training committee is a committee composed of two counselors, the Dean of Student Services, the Campus Life Coordinator, one faculty member nominated by the Dean of General Education and one student nominated by the Campus Life Coordinator. This committee is responsible for providing feedback and information to the C.L.C. to use in planning the Student Leadership program at MCC. Committee members are also responsible for suggesting training session topics and presenters, approving program agenda, coordinating the Leadership luncheons, and serving as a leadership training presenter and resource person when needed.

LEADERSHIP EFFECTIVENESS AND DEVELOPMENT SESSIONS

Leadership training sessions are presented throughout each school year. Using input from the committee and student participates from each previous year, topics and presenters are selected by the Student Leadership Training Committee.
Topics range from goal-setting to assertiveness training and are arranged in a sequence that correlates with a student leader's growth. For example, goal-setting, leadership styles and parliamentary procedures are basics; these topics are offered early in the year. As a student's leadership abilities grow and develop, topics such as time management, motivation, and assertiveness are offered in the training sessions. Sessions are approximately one hour.

**LEADERSHIP ORIENTATION FOR ORGANIZATION OFFICERS AND ADVISORS**

An orientation session held in the fall is designed to equip student organization officers with basic skills necessary to efficiently lead their organizations throughout the year and to answer questions concerning officers’ responsibility, campus policy, activity scheduling, etc.... Topics offered include goal-setting, parliamentary procedures, working with volunteers, motivation, leadership skills, group decision-making and more!

**STUDENT LEADERSHIP EFFECTIVENESS AND DEVELOPMENT CERTIFICATION**

Meridian Community College offers certificates of accomplishment based on attendance at the Leadership Effectiveness and Development programs. Achievement on each level is based on the point system. "L.E.A.D. points" are awarded for attendance at Leadership Training sessions, leadership luncheons, officer orientation, Arts and Letters programs, Fine Arts Programs (plays, musicals, concerts) and other programs approved for L.E.A.D. certification. The point system is as follows:
Leadership Training Session 10 pts. ea.
Officer Orientation 10 pts. ea.
Arts and Letters/Fine Arts Programs 10 pts. ea. (up to 30)
Other programs approved for L.E.A.D. 10 pts. ea
Certification 10 pts. ea.

L.E.A.D. point cards will be available at L.E.A.D. sessions and from the Student Activities Office. To receive credit for attendance the card must be completed and returned to the C.L.C. office within one week following the program. Each level requires that a certain number of points be earned toward certification.

The levels and their required points are:

- Basic Student Leadership Certification 30 pts.
- Intermediate Student Leadership Certification 40 pts.
- Advanced Student Leadership Certification 50 pts.

L.E.A.D. RECEPTION

In April, a reception sponsored by Campus Life is held to recognize student leaders and advisors. At this time, L.E.A.D. certificates are displayed and awarded in a short ceremony conducted by the Student Leadership Training
committee. LEAD participants, speakers and committee members, school administration and student organization advisors and officers are invited to the reception.

STUDENT ORGANIZATION RESPONSIBILITIES

In order to assure continued growth of organization officers and competent leadership in student organizations, attendance at training programs is necessary. The policy as stated in the Student Organization Policy and Procedure Manual and on the Evaluation is as follows:

Participation in the Leadership Training program. Each officer is expected to attend officer orientation programs, as well as, a minimum of three sessions per year. All members of student organizations are encouraged to attend the L.E.A.D. sessions. In addition, if officers of the organizations attend all L.E.A.D. sessions, an additional 5 points will be added to the over all incentive points all ready earned by the organization.

Compliance with this policy is necessary to maintain approved organization status, receive travel money or incentive funds and to be considered for the B. G. Raden Memorial Award.

STEPS TO PROGRAM PLANNING

Use this information to help in organizing any basic program:

1. Meet with the Advisor
2. **Evaluate** Needs and Interests of Membership
   
a) Brainstorm interests - Record all ideas; criticism has no place in brainstorming.
   
b) Informal discussions.
   
c) Formal inventory or questionnaire to discover interests.

3. **Define** Program Purpose
   
a) Projects needed to fulfill organization purpose.
   
b) Programs needed to acquaint members with one another.
   
c) Programs needed to raise money.

4. **Select** program *
   
a) Consider physical and fiscal assets and limitations.
   
b) Consider member enthusiasm, commitment, and time.
   
c) Brainstorm program ideas.
   
d) Discuss and sort ideas.
   
e) Select and solidify ideas.

*Options for selection process:

a) A programming committee or board of officers can meet with the advisor, to suggest programs to be submitted to the membership for approvals.
b) Authority or plan programs can be given to the executive board.

c) Ideas can be brought before the entire membership to brainstorm.

5. **Implement** program

   a) Add program to campus calendar by filling out appropriate *Activity Approval Forms*. Avoid scheduling conflicts.

   b) Request facilities, equipment and set-up.

   c) Contact resource person (s).

   d) Solicit member participation and assistance.

   e) Delegate responsibilities. Use identified leaders, interested members, students who want involvement but need direction and students who need the experience.

   f) Prepare a checklist,

   g) Plan for and request expenditures.

6. **Publicize** the program

   a) Define target of publicity.

   b) Assign responsibilities.

   c) Use traditional as well as non-traditional ideas.

   d) Follow-through! Lack of publicity will "kill" a program.

7. **Finalize** program plans
a) Know member expectations and participant expectations.

b) Be prepared.

c) Be aware of expected number of participants, time deadlines, time frames for program, alternative plans ("plan B")

d) Check resources

e) Confirm introductions, reservations, materials, speakers, etc...

8. **Supervision** by members/advisors

   a) Take responsibility for actions of members; enforce school behavior code.

   b) Be early (if program call for set-ups, greeters, check arrangement, materials, introductions, etc..)

      c) Be courteous, reliable, reasonable, and responsible!

9. **Follow-up** is important

   a) Clean-up!

   b) Send thank-you's!

   c) Evaluate the program (formally or informally)

      1. Member participation

      2. Participant interest

      3. Presenter input

      4. Attendance

      5. Efficiency - (was it worth the time, effort and results?)
ACTIVITY REQUESTS

Activity request **must be approved** by the CLC **two weeks prior to each activity.** Complete the Activity Request Form and submit the program request to the CLC. Request forms include information concerning activity: dates, purpose, location, resources, expense, supervision. Activity request forms require the signatures of the student organization president and faculty advisor.

If approved, the CLC is available for advice, assistance, and resource materials.

The organization is held responsible for conducting the activity in a manner that is acceptable to the College and adheres to the Student Behavior Code.

Following approval, the activity date and time must be added to the master campus calendar kept by the President's secretary. Request for facilities, and equipment are made through the President's secretary at this time.

**SCHEDULING: DATES, FACILITIES AND EQUIPMENT**
Student organization requests for meeting facilities, meeting set-ups, and media center equipment and services are scheduled through the President's secretary who maintains a master campus calendar. Facilities and equipment are reserved for approved student organizations only and must be made one week prior to date of program. The organization must call the President’s secretary to cancel "set-ups" if the program is canceled.

**Facilities include:**

- Banquet Rooms
- Theater
- Meridian Room
- Outdoor Stage
- Graham Gymnasium
- Meeting/Conference Rooms
- Misc. Locations (hallways, outdoor areas, student lounges...)

**Equipment refers to:**

- Chairs
- Tables
- Overhead projectors and equipment
- Easels
- Waste cans, Etc.
All indoor facilities at MCC are smoke-free. Food and beverages are allowed only when they are part of the planned program and arrangements are made for clean up by the organization. Waste cans must be requested. The MCC custodial staff will provide waste pick-up.

**ACTIVITY SUPERVISION**

The faculty sponsor is responsible for the activities (on campus and off campus) of their student organization. The advisor *should be present* at all activities and see that all college regulations are followed and the Student Behavior Code is upheld.

**DRUG-FREE COMPLIANCE**

It is the intention of Meridian Community College to maintain a drug-free campus for all employees and students. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at Meridian Community College.

If an employee or student is found to be engaged in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, the College will initiate legal action or began dismissal proceedings, or both, against the violator(s). MCC shall continue to inform and educate all employees and students of the dangers of drug abuse. Should an employee or student need counseling, referral or other assistance, the College will provide the assistance.
This statement is prepared to comply with the "Drug-Free Workplace Act of 1989," 34 CFR Part 85, Subpart F, and the Drug-Free Schools and Communities Act Amendments of 1989 (PL 101-226). To comply with this act, any employee or student convicted of a drug statute violation is required to notify MCC within five days of such conviction.

Students found guilty of substance abuse may be suspended from MCC and/or the residence hall for one or more semesters as determined by the disciplinary hearing. Alcohol is a controlled substance under this policy.

The Drug-Free Compliance applies to any social, fund-raising or service program sponsored by a Meridian Community College student organization.

**ACTIVITY EVALUATIONS**

Student organizations **must complete an Activity Evaluation Form for each activity**. Organizations are required to submit an Activity Evaluation Form to the CLC **no later than one week following each activity**. Evaluation forms are used in awarding incentive funds and selecting a B.G. Raden Memorial Award winner.

In addition, completed evaluation forms are kept on file for organizations use as a resource in selecting activities, locating resources, suggesting follow-up programs, and determining continuation or discontinuation of a program.

**FUNDRAISING/SOLICITATION**

No student organizations or students can solicit money from the community in the name of Meridian Community College.
SALES POLICY

The CLC must approve ticket sales along with all other types of sales.

Bake sales/food sales are limited to two per week. Student organizations are required to clean the area and tables when finished with the sales.

STUDENT ORGANIZATIONS PROGRAMS

MCC has a commitment to student organizations designed to benefit students in a variety of areas: social, intellectual, spiritual, physical. These programs are available to all full-time students free-of-charge unless otherwise indicated:

Arts and Letters Series Programs
Leadership Effectiveness and Development Session
Fitness Center
Pool
Weight Room
Admission to all MCC athletic events
Meridian Little Theater tickets
Meridian Symphony Orchestra ticket
All require a current MCC I.D.

PUBLICITY IDEAS

PRIVATE

Organizations are urged to use every available means to promote an activity, whether it is a regular meeting or an organized activity. The proper promotion can make the difference between an activity's success or failure. Established methods of publicity include:

- student and community newspapers
- radio
- invitations
- calendar notices
- posters
- mail-outs
- photos
- word of mouth
- T.V.
- banners
- the faculty bulletin
- bulletin board notices
Innovative and creative publicity are important in generating student interest. Use your imagination to capture that interest:

- Balloon messages
- "Greeters" in the lobbies
- Stair posters
- Sidewalk chalk
- Giveaways
- Buttons
- Phone Calls
- Preview or Teaser
- Table tents
- Doorknob hangers
- Bulletin Board Notice
- Posters
- Banners
- Calendars for Residence Hall
- Balloons with messages
- Monthly Calendar for all Residence

**Balloons for Attention**

- Theme
- Costumes
- Personalized invitations
- Paper footprints
- Announcements
- Displays
- Photographs
- Free tickets
- Tape recordings
- Music
- Lucky ticket drawings
- Sandwich boards
- Body/Face Painting
- Leaflets or flyers in unusual places
- Give away free food
- Giveaways/Free samples
- Sponsor a contest
- Members!
COLLEGE PROMOTIONS

@MCC is the MCC student newspaper. The Information Services and student newspaper staff publish it every week during the fall and spring semesters. The newspaper is an effective way for organizations to promote officer elections, projects, trips, sales, meetings, speakers or special events.

Notices must be turned into the CLC no later then 1 p.m. each Tuesday. It is to the organization's advantage to turn information in as early as possible when space is limited, coverage is “1st come - 1st served.”

The offices of the student newspaper are located in the Information Services office in Hardin Hall.

FACULTY NEWSPAGE

MONDAY MORNING is the weekly newsletter for faculty and staff. It is distributed each Monday. The President’s secretary in Hardin Hall edits the Monday Morning. Turn in notices to the President's office by noon the Thursday before publication.

Appropriate submissions are special events, speakers, sales, election of officers, results of competitions.
REQUESTING PHOTOS

Photographs may be arranged by contacting the Information Services office. Please do not arrange a photograph directly with the photographer or reporters. When possible, turn in a Photo Request Form. Photos may only be requested when they will be used for publication purposes.

LOCAL MEDIA COVERAGE

Local media coverage includes The Meridian Star, other newspapers, local television and radio stations. If you wish to publicize your organization, do not send notices or call directly to the local media. Contact the MCC publication coordinator who has the responsibility of on and off campus media coverage.

COMPUTER GRAPHICS SOFTWARE

Computer graphics software for banners and posters is available in the CAI lab.

POSTING REGULATIONS

All posters and banners to be displayed on campus or in the residence hall are subject to campus posting rules and any additional rules established within the individual facility.

1. Posters must be no larger than 14" x 16" (unless approved by the Dean of Students)
2. Posters on bulletin boards must be fastened with tacks or staples in a manner that does not overlap other posters.

3. Posters and banners may not be taped on painted surfaces or glass.

4. No advertising materials may be placed on parked vehicles.

5. Posters and banners must be grammatically correct, neat and in good taste.

6. Posters and banners must be removed by the sponsoring organization within 2 school days after the event.

7. Personal ads on 3" x 5" cards or similar material may be placed on public use bulletin boards only.

8. Posters and banners must be related to events sponsored by a recognized campus organization or program and all must contain the name of that organization and event, who can attend, location, date, time and cost (as applicable).

9. Commercial advertising is prohibited. The advertising of activities or services sponsored by non-profit, the Dean of Students must approve off-campus organizations.
MAIL-OUT PROCEDURES

Any organization mailing letters in quantity to members can mail them through the CLC or your advisors. The following is a list of procedures for mailing these letters:

1. If you are mailing five or more letters, do not seal the flaps. They will be sealed mechanically. Fold the flaps and stack them on top of one another.

2. Letters must be separated according to local (Meridian), and non-local.

3. A rubber band must be placed around letters.

4. Manila envelopes must be sealed.

5. If letters are sent on MCC letterhead stationery, letters and envelopes must be typewritten and enclosed in MCC envelopes with identical logo.

6. Formal invitations can be handwritten.

7. No personal mail is allowed on MCC stationery.
8. All envelopes must have the name of the organization as well as the school address in the top left corner:

   Meridian Community College
   910 Hwy 19 North
   Meridian, MS. 39307

9. Mail must be deposited at the CLC office before 12:00 p.m. daily or else the advisor must mail the letters in the MCC faculty mailroom in the Ivy Building before 1:30 p.m. daily.

10. Contact the CLC office for more information.

**DUPLICATION OF MATERIALS**

Organization advisors must complete a duplication request form 24 hours prior to when you need the materials. Forms are turned in to the Duplication office and may be picked up in the same place by faculty advisors only.

**TRANSPORTATION**

**PRIVATE**

College vehicles are available for faculty and student organization use on a first-come, first-served basis. Forward an approved travel request to the Director of Physical Plant. This approved request serves to reserve the requested vehicle. Make sure the request provides the following information:
Organizations are charged $.30 per mile for travel in MCC vehicles. Should a MCC vehicle not be available, your group can rent a van through the Director of Physical Plant who will arrange the rental for you.

**No students** are allowed to drive college vehicles unless they are approved through the Director of Physical Plant. Advisors must drive or travel in the van with any approved driver.

**TRAVEL REQUEST APPROVAL**

Procedures for submitting travel requests for approval are as follows:

Submit a school travel request which includes estimates of expenses to the CLC or Dean of Student Services two weeks prior to the trip. Travel forms are available in the President's and the CLC offices. The original travel request will be returned to the advisor when approved or disapproved. Approved travel forms are taken to the Business Office. Copies of the request and approved amount must be filed in the CLC office. An additional copy must be sent to the Director of Physical Plant (not to schedule but to secure a van).
EXPENSE VOUCHERS

Submit all receipts with a completed school expense voucher form to the Business Office through the CLC within ten working days from your return. Reimbursement checks are written 30 days after the expense voucher is submitted. A check will be issued to you for the approved amount. Repay the Business Office if a travel advance was drawn.

INSURANCE

No insurance coverage is provided for students on school trips. School vans are covered through the school's liability insurance. Student cars on school trips are not covered.

ADVISORS OF STUDENT ORGANIZATIONS

AT

MERIDIAN COMMUNITY COLLEGE

PHILOSOPHY

Meridian Community College's program of student organizations intends to provide students with basic experiences in social, personal, and educational development and is considered an integral part of the College.
Organization advisors are individuals who, out of interest and dedication, give their time and talents to the out-of-classroom experience.

**RESPONSIBILITIES OF ADVISORS**

The nature of the relationship of the advisor to the group will vary with each organization. Areas the advisor will be concerned with are:

- the responsibility to Meridian Community College
- the responsibility to the group
- the responsibility to the individual

Organization advisors play a vital role in insuring that the organization experience will be meaningful to students. The most successful organizations usually are those in which the advisor takes an active interest in the group.

It is essential that organization advisors are fully aware of their responsibilities. Advisor's responsibilities are:

1. To have a thorough knowledge of the goals and objectives of the organization.

2. To have a belief in and an enthusiasm for the organization and its purpose.
3. To know the students in the organization as individuals and to encourage opportunities within the group which will contribute to each student's development.

4. To be familiar with the constitution and bylaws of their respective organizations and be prepared to render assistance with their interpretation.

5. To be familiar with the institution's policies and rules which govern approved student organizations.

6. To contact the CLC to discuss organizational problems or plans or changes in organizational status which may be of interest or importance to MCC.

7. To provide constructive criticism when it is deemed necessary; likewise, positive organizational accomplishments should be appropriately acknowledged.

8. To be well informed on all plans and activities of the group through regular attendance at meetings, activities, and social functions and frequent consultation with the officers.

9. To serve as liaison between MCC and the organization, interpreting, if necessary, policy or philosophy, and generally to act as a resource person for the group.
10. To communicate with the CLC all activities of the group.

11. To encourage participation of the membership as a whole in the activities and service functions of the organization.

12. To encourage the active interest of the organization in the entire campus program, so that it will identify itself as a part of the whole campus community.

13. To encourage good record keeping, sound financial practices and to be informed of all organization expenditures.

14. To assist with advance planning, especially with regard to long range goals and short term projects.

15. To encourage democratic functioning, being careful not to dominate the group or to allow any minority or individuals to use it for their own means.

16. To consult with the organization's officers prior to the initiation of any major action.

17. To be available for consultations when situations arise requiring expertise.
18. To assist in the solving of, (not to try to personally solve,) problems which may arise for the organization. The advisor should, however, be a positive strong force within the group.

19. To be present at all student organization activities and insure that all student members and advisors conduct themselves in a manner appropriate to Meridian Community College representatives.

STUDENT BEHAVIOR CODE

You are expected to exhibit self-reliant, acceptable and desirable behavior. The guiding principles to meet these expectations include respecting the rights of others; being truthful; not participating in the following unacceptable acts of behavior, or violating federal, state and local laws and ordinances.

UNACCEPTABLE BEHAVIOR

1. Participation in or the promotion of any activity designed to disrupt the regular and essential operations of MCC including the learning process within the classroom, library, laboratory or anywhere else on the campus.

2. Participation in any act of harassment, physical or mental, perpetrated for the purpose of subjecting a student, faculty member, or other person to pain, discomfort, indignity, or humiliation at any time or any place.
3. Unauthorized possession or use of firearms, fireworks, explosives or any other weapons or deadly weapons on the campus or at college-sponsored affairs.

4. Unauthorized use of any college property, i.e., vehicles, machines, telephones, computer, and FAX machines.

5. Failure, refusal or inability to present a MCC I.D. card upon request of any official of the College.

6. Setting (or adding to) unauthorized fires on college property.

7. Smoking. Smoking anything is strictly forbidden inside all campus buildings. Outdoor smoking is permitted only in designated areas where outdoor ashtrays are provided.

8. Playing loud music anywhere on campus.


10. Vandalism. Destroying, damaging or defacing college state, federal, public or private property is strictly forbidden.

11. Possession of stolen property and/or attempt to sell this property.
12. Gambling. Any form of gambling is strictly forbidden.

13. Theft or forgery.


15. Entering locked or unoccupied MCC building, offices, classrooms or laboratories without proper authority.

16. Gross indecency on campus or at college-sponsored activities.

17. The unsafe use of an automobile or the reckless driving of any motorized vehicle on campus.

18. Traffic violations. Parking violations, speed-limit violations, failure to register vehicle or violation of other campus traffic regulations.

19. Further violation of college rules while on disciplinary probation.

20. Cheating, in any form is strictly forbidden.
21. Plagiarism. Any coping of words from books, articles, or another person's unpublished writing, and passing it off, as one's own writing is plagiarizing. Writing must be in the student's own words. Copying or rephrasing sentences from other works is also plagiarism. Plagiarism also consists of undocumented use of another's ideas. The best guard against plagiarism is to write your own paper.

22. Financial irregularities. Writing a check to MCC for which there are insufficient funds; failure to pay bills, deferred tuition, etc.

23. Loitering, loafing, etc. Loitering, loafing or congregating on the grounds or in college buildings is forbidden.

24. Loud and/or obscene language.

25. Littering. Throwing notes, letters, articles of food or drink, tobacco products, or any article on the grounds or in any MCC building.

26. Trespassing. Entering or passing through any of the MCC buildings or the grounds of the College, except by permission of the MCC administration.

27. Possession, use, distribution and/or sale of illegal drugs and/or alcohol. See the drug-free campus policy.

STUDENT RESPONSIBILITY
Meridian Community College strives to preserve a learning environment on the campus that is free of disturbances and disruptions. We believe that people are worthwhile individuals accountable for their own behavior and capable of achieving their full potential. To that end, MCC has adopted rules and regulations, which are considered to be reasonable and necessary for the orderly operation of the College.

It is our desire to protect the intellectual, social and moral values of all our students. Therefore, MCC expects all students to conform to the ordinary rules of a polite society, to be truthful; to respect the rights of others, and to have regard for preservation of state and college property as well as the private property of others.

Acts of misconduct are unacceptable and subject the student to disciplinary action. Any action affecting the rights and responsibilities of the student shall be subject to due process.

RESOURCE LIST

FOR

STUDENT ORGANIZATIONS

Student Organization Policy and Procedures Manual -

Extra copies can be obtained from the CLC office or Student Service Office.

Forms -
All forms except travel request and expense voucher forms can be picked up in the CLC office.

Leadership Effectiveness and Development Videotapes -

Videotapes of most programs, past and present, are cataloged in the Media Center of the L. O. Todd Library and can be viewed upon request.

Leadership/Community Service Resource Materials -

Resource materials are available upon request from the CLC office.

Materials include written information, cassette types or videos on leadership training materials, personal development topics and community service topics.

Student Organization Directory -

Copies of this directory listing important information about each student organization on campus is available in the student CLC office.

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