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introduction



MISSION STATEMENT

The Student Activities Office seeks to support student success at HCC by providing dynamic and engaging co-curricular programming as well as diverse opportunities that encourage active and meaningful participation by all members of the campus community.

OUR STAFF

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STUDENT SENATE

The Student Senate can be reached at 413.552.2522 or in CC 227.

STUDENT TRUSTEE

The Student Trustee can be reached at 413.552.2237 or in CC 227.

WHY GET INVOLVED?

- Get better grades and a higher GPA
- Make connections and meet people
- Build relationships with faculty and staff
- Build your resume and career experience
- Professional experience in your field
- Have fun with your College experience
- Develop leadership skills like teamwork and communication
- Add hands-on activities to your classes

section ii

All About Clubs & Organizations at HCC

A. Getting Involved in Clubs and Organizations

The Student Activities Office plans one big recruiting event for clubs every semester with the goal of showcasing clubs and attracting new members.

- Club Fair is held at the beginning of Fall semester.
- Club Expo is held at the beginning of Spring semester.
- Club membership is open to all current HCC students who are registered for at least one credit.
- Any student who seeks to hold a leadership position in a club must have a 2.0 cumulative GPA, be in good standing as defined by the College, and maintain this status throughout the term of office.

B. Starting a Club or Organization at HCC

- Clubs must have a membership of at least 10 currently enrolled students each semester.
- Clubs must complete a “Starting a Club” form and submit to Student Activities at the start of each semester in order to be recognized as “active” for that semester.

C. Club Registration, Forms Required, and Time Deadlines

All clubs and student organizations submit a Club Packet annually to Student Activities in order to be considered officially “active.”

D. Club Advisors

All clubs must select an HCC faculty (full-time or adjunct) or a current staff member to serve as the club Advisor. Club Advisors are chosen by the student members and confirmed by the Student Activities staff.

1. Advisor Responsibilities

The Advisor is the club’s primary contact with the College. The Advisor should:

- Attend general meetings of the club.
- Meet with the leadership outside of club meetings to discuss programs, long range plans, and goals.
- Serve as a resource for alternative solutions to problems confronting the group.
- Assist with requesting funds and understanding HCC’s policies and procedures.
- Be familiar with national organizations structure and services, if relevant.
- Maintain consistent contact with Student Activities Office via HCC email.

- Attend an annual Advisor meeting and policy review.
- Maintain an awareness of the activities sponsored by the student organization.
- Assist with leadership transition, elections, and new student leadership training.
- An Advisor is NOT a member of the club. An Advisor acts as a resource to the club, but does not vote, make decisions apart from the student leadership, or steer the club away from the students' goals and objectives.
- Advisors are neutral in election processes.

Clubs have a responsibility to keep their Advisor informed about activities in an honest and timely manner.

If Advisors have doubts about a club's proposed activities, they should consult with Student Activities before the event; the event may be postponed or cancelled. If clubs or Advisors misrepresent or omit activities, the club or Advisor may face sanctions or dismissal.

If so, they must petition for recognition the following year. Clubs are held accountable to the College's Policy Guide and Student Handbook.

2. Advisor Selection and Approval

Clubs must choose an Advisor within one month of the start of each semester; no Advisor may continue unless chosen by the student membership. Student Activities reserves the right to approve, deny, or add Advisorship, even when selected by the students.

3. Advisor Changes

If an Advisor decides to terminate their relationship with the club, or vice versa, they should notify Student Activities and club leadership in writing.

- A two-thirds majority of current club members must approve the removal at a meeting announced two weeks in advance and publicized to the entire club. The club loses privileges without an Advisor.
- Conflicts that arise between an Advisor and the club's student leadership shall be resolved through civil discourse. The College will provide resources including mediators to assist with conflict resolution.

4. Organization's Responsibilities to the Advisor

- Leadership must notify the Advisor of all meetings and events.
- Consult him/her in the planning of projects and events.
- Consult him/her before any changes in the structure of the group, in the policies of the organization and before major projects
- Be aware that the success or failure of the organization and its events rest on the members, NOT the Advisor.
- Discuss concerns and issues with the Advisor.
- Be clear and open about expectations of the Advisor.

GETTING STARTED

1. Meet with Student Activities.

Schedule a meeting with Student Activities in CC 227 to discuss the club and obtain a "Starting a Club" form.

2. Locate an Advisor.

An Advisor is an HCC faculty or staff member who supports the mission of your organization.

The Advisor should be able to assist the organization in all phases of its operation.

3. Initial meeting & space reservation.

Advertise for an initial meeting; hold a meeting to determine interest and elect officers.

Schedule a meeting space by submitting an EMS request.

4. Submit forms.

Submit the "Starting a Club" form with Student Activities by the deadline.

F. The Club Constitution

All clubs must have a constitution on file with the Student Activities Office. When discrepancies occur, policies in this manual supersede individual clubs' constitutions. Constitutions must include:

1. Name of Club
2. Mission Statement/
Purpose of Club
3. Main Objectives
4. Membership Eligibility
and Requirements
5. List of Leadership
Positions and their
Responsibilities
6. Election Procedures
7. Amendment Procedures

G. Recognition as a Club

1. After the above requirements are met, the club requests recognition by Student Activities. Clubs must submit their materials before October 15 to be recognized in the fall semester and March 1 to be recognized in the spring semester. The Student Activities Coordinator will respond to the club request.
2. Recognition does not imply that the College approves or disapproves of the club's mission, its constitution, literature, or programs, nor does recognition imply the College's approval of the views of the club's membership. The responsibility of any views held or expressed by the club and/or its membership is solely that of the individuals involved.
3. Recognition is an acknowledgment that the student club has complied with the registration procedures and been approved by the Student Senate, that Holyoke Community College acknowledges the club's mission, and that the club is eligible to receive all of the rights and benefits afforded to clubs.

Clubs receive recognition and funding based on the following criteria:

1	2	3	4
Is this club's mission different than any existing club?	Does the proposed mission support the mission of the College?	Is the Mission in compliance with the policies outlined in this manual and of the College?	If a club is requesting recognition after losing its charter, has the club corrected the problems that led to its censure?
Clubs can not duplicate the purpose of an existing student club.			

H. Privileges of a Club

Recognition of a student club brings with it the following privileges:

1. The use of College facilities to hold meetings, special events, and social functions at little to no cost.
2. Identification as a Holyoke Community College recognized student group and inclusion in club listings, dissemination of club publicity, and notification of important campus information by the Student Activities Coordinator.
3. The option to apply to for club funding.
4. Use of the College's tax exempt status, when appropriate.
5. Permission to sponsor fund-raising events, after the Financial Accountability Form is completed by the Advisor.

I. Responsibilities of a Club

1. Comply with all federal, state, local and College laws and regulations.
2. Complete a Club Registration Packet according to current policy at the start of the year.
3. Maintain a current club constitution with Student Activities.
4. Maintain a level of group membership that does not fall below ten members.
5. Keep the club financially solvent by maintaining accurate financial records.
6. Conduct activities that involve and are for the benefit of the College, student body, and the College community.
7. Elect student leadership annually in a publicly advertised election.
8. Clubs are not permitted to be a "front" for an off-campus group.
9. During recruitment, the organization's purpose and affiliations must be identified.
10. Maintain communication and transparency with the Office of Student Activities and the Club Advisor.
11. Register each semester with the Office of Student Activities in accordance with current policy.
12. Request funds with an adequate amount of time to complete paperwork.
13. Deposit all funds from the fundraiser to Office of Student Activities at the end of the business day. Failure to do so can result in disbandment of the club.

J. Responsibilities to the Student Senate

After a club is recognized, a club liaison is designated by the club members and Advisor to communicate with the Student Senate; report on club activities and plan as needed. The club representative must communicate with the Student Senator assigned to them.

K. Hazing Law

Massachusetts' Hazing Law (Chapter 536, Sections 17, 18 and 19) requires that each club member review a a copy of the Hazing Law; our expectation is that Advisors talk to members about the law and actively work to ensure that no hazing happens. Each club Advisor must submit a signed copy of the Anti-Hazing Law Verification Form to the Student Activities office. No budgets can be approved nor programs planned unless this form is on file.

section iii

Elections

Individual clubs may outline election procedures in their Constitutions. For clubs without explicit guidelines, the following will apply:

1. Whenever possible, clubs should elect officers at the end of the Spring, to ensure continuity over the summer. Additional positions can be filled in the Fall.
2. Elections should be conducted in a fair and transparent process. The club will set a date for the election, and publicize that date to its membership with at least a two week notice. Notification shall be done through email, and posting a notice on the club's bulletin board if the club or an affiliated department has one.
3. An Advisor cannot nominate a candidate for a position.
4. Candidates for officer positions must have a minimum GPA of 2.5, and meet any additional eligibility requirements required by the club.
5. Before the election, candidates will give a brief speech, explaining why they want the position. These statements should have a time limit enforced by a neutral party.
6. Eligible voters include any currently enrolled, active members. They should be actively participating in the club's mission and activities.
7. Balloting should be confidential, using written ballots. And should be counted by at least two people not involved in the election.
8. Results should be announced as soon as possible, and posted in a public space that the members can easily access.
9. Any perceived irregularity shall be discussed with the Club Advisor and/or Student Activities Coordinator. They will decide if another election should take place.
10. Members may plan recruitment strategies, participate in Club Fair/Club Expo, and plan initial meetings to raise interest in the club without an elected leadership.

section iv

Budget

A. Budget Forms and Deadlines

- Clubs seeking funding must submit the proper paperwork by the deadline.
- Completed paperwork is not a guarantee of funding.
- The following chart shows the potential maximum funding per semester. Actual amounts vary based on the fiscal years' budget.
- Clubs can set up a meeting with Student Activities at the start of the semester to plan their events for the year.
- With the Student Activities Coordinator, the Student Senate Executive Board will review policies and make a recommendation on funding rules for the academic year.

Types of Forms and Deadlines

REQ: Club Request
(paper or online form)

CS: Community Service
Packet (paper or online form)

C4S: Contract for Services

QR: Quarterly Report
(paper or online form)

W-9: Signed W-9 Form

NONE: No form needed. Meet
with us to plan.

Type of Event	Description	Forms	Deadline	Potential Yearly Budget
Startup funds	Base budget to start activities. It can be used for Club Fair/Club Expo expenses or a kick-off event	REQ	2 weeks in advance	Up to \$100
Apparel Promo. Items Poster Printing Copies	Community Service Packet gives the club extra funds that can be used on these things.	CS	2 weeks in advance	\$50 per packet, maximum of 2 per an academic year
Guest Speaker	Inviting experts on the field you are interested in to give a conference or workshop.	REQ W-9	2 weeks in advance	Flat rate \$100
Awareness campaigns, pizza parties, recruiting activities	Quarterly Report gives the club extra funds that can be used on these things.	QR	7th and 15th week of the semester	\$25 per form, maximum of 4 per an academic year
Campus Programs	These are large programs that happen during Activity Period or in the evenings. If the event happens during Activity Period and Student Activities is involved in the planning, we will usually cover all costs.	NONE	30+ days in advance	TBD with Student Activities Department
Day Trips	Students contribute at least \$5.00 each out of pocket for a day trip when reserving their space. College Bus Trip Students contribute \$10.00 each out of pocket to reserve their seat.	REQ	30+ days in advance	\$25 per student up to \$250

continued on next page

Type of Event	Description	Forms	Deadline	Potential Yearly Budget
Overnight Travel	Students contribute minimum \$20 out of pocket for an overnight trip when reserving their space, depending on itinerary.	REQ	30+ days in advance	\$250 per student up to \$3,000

B. Community Service Requirements

1. Any club that receives funding is required to complete at least one (1) community service project each semester.

This policy reflects our belief that student organizations should reinforce the mission of the College by contributing to and supporting members of the community.

2. Given the cost of trips, funding for club travel is contingent upon service to the HCC community, paperwork, and availability.
3. Student Activities should be notified of all community service events.
4. A minimum of half of the club membership must participate in the community service activity to meet the requirement for funding.
5. A community service packet can be filled out to receive funding toward club activities.

Packet includes a proposal of project and reflection after the project is completed. See packet for more details.

C. Budget Amendments

A club cannot reallocate money within its budget without requesting the change and receiving approval for the change from Student Activities.

For example, money budgeted for a speaker cannot be used for a field trip; money budgeted for a social event cannot be used for travel.

If a club significantly changes an upcoming event or if additional funds are needed, the funds for that event must be approved again by Student Activities.

D. Club Members and the Student Senate

Our hope is that budgets are distributed fairly, and that the same standards apply to all clubs. To help ensure that fairness:

- Club members who are Senators can be involved with setting the policy, but cannot be involved in their club's budget process.
- A designated club officer and the Student Activities office will monitor the club budget.

E. Restrictions

College policy and procedure dictates how allotted and fundraised money can be spent.

- Funds cannot be used for any type of loan, gift certificate, lottery ticket, or cash prize.
- Funds can not be used for the purchase of alcohol, tobacco products or paraphernalia, or anything prohibited by federal and/or state law.
- Funds must be spent on currently enrolled students and their Advisors only, not on guests, family members, or anyone who is not currently enrolled.

section v

Spending a Club's Budget

If a club, Advisor, or member of a club misuses club funds or does not follow the College's financial policies, the club may lose its recognition and/or funding for one calendar year and must petition for recognition the following year.


Advisors may be released from their position if funds or paperwork are mishandled.

A. Online Requisition Forms

1. Go to HCC Clubs' Moodle Website or use paper form to fill out and submit the appropriate request form before making any purchases or promises (i.e. request for space, funds or travel).
2. Wait until the Student Activities Office contacts you back via HCC email with a response on the approval of the funds.
3. If the Requisition Form is completed improperly, if there are insufficient funds in the club account, or if the purchased items are not related to club activity, then the funding will be delayed while additional information is sought.
4. All requisitions must be submitted at least two weeks before the money is needed, so the Business Office can issue a purchase order number. All contracts and travel forms must be submitted a month before needed. No exceptions!
5. After a purchase order number is assigned by the Business Office, Student Activities will purchase those items appearing on the purchase order.

Note: State finance law and College policy states that purchases must be approved in advance. If you make purchases without prior approval by the College, you will not be reimbursed.

6. If a vendor will not accept a Purchase Order, then the Business Office can cut a check for the exact amount due. The contracted goods or services must be received in full before payment will be made to the vendor.

 *Completing the Funds Request Form does not guarantee that funding will be approved.*

B. Invoices

Any invoice received from a vendor must be sent to the Student Activities office for payment.

The invoice must include a Purchase Order number, the name of the club, and an IRS Form W-9 if it is a purchase from a new vendor.

C. Start up Fund

Up to \$100 is usually available for clubs for start-up funds. This money is given to a club to support initial recruiting and club activities as a mean to support a faster and stronger start for the year.

D. Fundraising

- Any club charging a fee or accepting a donation for anything must submit ALL money raised to the Student Activities office at the end of business day and save a copy of the deposit form for financial records.
- A fundraiser occurring outside of business hours (evenings and/or weekends) needs to be pre-approved by Student Activities so special arrangements can be made. All applicable procedures must be followed. Failure to abide by this rule can result in loss of club privileges.
- All fundraised monies must be deposited into the College's account and spent according to these regulations, with the appropriate paperwork and time lines.
- If the funds are donated to a charity or outside group, email the Student Activities Coordinator and ask them to donate the funds. They will need a copy of the deposit, a W9 form from the charity, a "Request to Donate" form, and the address. This can take up to 3 weeks once the W9 is turned in..
- Clubs/Student Organizations/Advisors may not collect dues or hold outside bank accounts.

See "Fundraising and Solicitation Policy" in the Student Handbook for more information.

section vi

Supplies

Supplies are available in the Student Activities office or by filling out a request form online.

A. Flyers

Club members can use supplies or make photocopies (up to 20 flyers per event) in the Student Activities Office.

If additional flyers are required, clubs can request that Student Activities have more copies made in Office Services at the club's expense.

Alternatively, clubs can have copies (including color copies) printed outside the college. Copies need to be ordered two weeks in advance and will be charged to the club's account.

B. Posters

Clubs can request larger posters made in Office Services to advertise their events.

Color posters will be charged against the club's account and cost \$10.

C. Inventory

To avoid loss or theft, any supplies acquired by a club must be safely secured with the Advisor or stored in the Student Activities Office.

D. Other

If a club needs special supplies not readily available, the club must complete the request form and wait for approval from the Student Activities Office.

The request has to be approved before the purchase can be made.

section vii

Sponsoring Events

A. Planning On-Campus Events

Events should be planned at the beginning of the academic year so necessary funds can be requested early. If an event is changed or rescheduled, student activities needs to be notified as soon as possible.

Program sponsors must be as clear and honest as possible about their events. Any attempt to mislead the College may cause the club to lose its charter and/or budget for one calendar year.

B. Notification of Campus Officials

The following offices need to be notified in advance of all events, including bake sales and other fund-raisers, sponsored by HCC clubs. All events are contingent upon the prior approval of the Student Activities office.

C. Contract for Performers/Speakers

Hiring an outside speaker or performer can take a total of eight weeks from the day of paperwork submission to issuing the final payment.

This process can be shortened by the contractor turning in a W9 tax form as soon as possible, returning the contract quickly when a signature is needed, and presenting an invoice the day of the event.

1. The contractor completes the online paperwork through Interview Exchange. Contracts are then sent to administration for approval. This process must take place take 2-4 weeks before the event.
2. A notification email is then sent to the performer, agent, or to the person providing a service.
3. The standard invoice is submitted to the Business Office and a check is mailed. This process will take at least 2-4 weeks after the event.
4. Contractors are paid after completing their contract and submitting an invoice. We can not pay anyone in advance.

D. Media Coverage and Press Releases

- Clubs wishing to seek media coverage for programs and events must consult with the College's Director of Marketing and Communications at least two weeks before the event, who will make the contacts with the media. Students may not contact the media themselves.
- For on campus publicity, the Student Activities office can offer access to alternative resources to increase the visibility of your events.

E. Reserving Space and Special Equipment

- Space for an event must be reserved online through EMS.

F. Security

- Large events must be staffed by campus police; each 100 attendees requires at least two security officers. Officers need to be paid if an event is outside of normal operating hours.
- The cost is \$25/hour per security officer with a four-hour minimum. Costs may be charged back to the club and must be taken into account when planning events.

G. Cleanup

- Sponsors of an event are responsible for cleaning up the area after their event.
- If needed, custodians can be hired at \$25/hour per custodian with a four-hour minimum.
- Custodial personnel costs may be charged back to the club and must be taken into account when planning events.

H. Fundraising Events

1. The fundraiser must be approved in advance by the Club Advisor and Student Activities. Fundraisers are held with intent to increase a club's fund for purchasing supplies, t-shirts, or travel in the current fiscal school year (July-June).
2. Fundraising events must be scheduled in advance. If more than two clubs request a particular date, clubs who have not yet had fundraising activity will be given preference.
3. Fundraisers are usually held in the Student Lounge between Frost and Donahue, outside of Frost 201, or outside CAPS in Donahue. Food sales cannot be held in the Campus Center.
4. Fundraiser's sponsors must state clearly and publicly who the proceeds of the sale will benefit. This should be written on flyers and visible at the time of the fundraiser.
5. We cannot ever purchase, give away, or sell gift cards, lottery tickets, or money.
6. Proceeds from fundraisers must be given to the Student Activities Office for deposit by the end of the business day.

I. Specifics for Fundraisers

Bake Sales:

Each club is permitted no more than two bake sales each semester. Only one club can have a bake sale in one day.

Safe food handling practices are required, including:

- Anyone handling food MUST wear gloves.
- Food must be individually wrapped for purchasing prior to sale.
- All items must be clearly marked with a description and price.

- Ingredient lists must be available and accurate at all times.
- Foods must be marked vegan, vegetarian, dairy-free, gluten-free, kosher, halal, or containing nuts if applicable.
- Anyone behind the table must be knowledgeable about these rules.

Food Sales:

- Any club wishing to sell or distribute hot food must be approved, to ensure that proper food handling procedures are followed.
- Food safety guidelines pertaining to Food Sales are the same as above.
- Clubs are responsible for providing cutlery and plates/food containers for the sale.
- Proper food utensils for serving food should be used.

Plant Sales:

- Any club wishing to hold a plant sale should request the funds in the beginning of the semester in order to pay the vendor.
- Advisors or club members are not authorized to pay the vendor directly.

J. Student Activities Encourages Creative Fundraising

Student Activities can assist clubs in designing a fundraiser that supports their mission.

section viii

Promotion and Publicity

A. Posters and Flyers on Campus

- Posters and flyers may be hung with a tack on College bulletin boards located in corridors.
- Flyers should not be posted on bulletin boards designated for another purpose—union boards, department boards, etc.
- Campus policy prohibits posting on doors, windows, glass partitions, and painted walls. Flyers in these places will be removed.
- Since HCC has many clubs and offices needing to disseminate much information, we allow only one flyer per program per bulletin board.
- Posters and flyers must include the name of the club sponsoring the event, the location where it is going to take place, a staff member to contact for information, and the date of the event. The Club Advisor and Student Activities Coordinator must approve the posters and flyers in advance.
- Flyers and posters should be civil and rated “PG”
- Clubs should remove their flyers within one week after the event.
- Chalking on campus grounds is prohibited, except with prior written approval by the Student Activities office and Director of Facilities.
- Failure to abide by these guidelines may cause clubs to lose their right to post on campus.
- More information about posting on campus can be found in the Student Handbook.

B. Alternative Promotion Resources

Clubs have alternative promotion resources that can be used to make campaigns and projects more visible to the HCC community. More advertisement will make the club more attractive to potential members.

To use these resources, please contact Student Activities for further instructions on how to proceed. These additional resources are:

- Screens around campus
- College social media (Facebook, Twitter, Instagram)
- HCC’s institutional website
- WCCH 103.5 FM (College radio station)
- Week at a Glance

Social media accounts, sites, pages and applications may only be created by authorized representatives of the college. No student may establish an account on behalf of the college. With special permission of the college’s director of marketing and communications, a student may be authorized to admin a page or post on behalf of the college for a specified term. See the Student Handbook for more information.

section ix

Travel

A. Travel Requests

Any club that plans an off-campus trip (using either College or private vehicles) must submit a Travel Request Form to the Student Activities Coordinator at least 4 weeks before payment is needed.

Travel Request Forms are available in the Student Activities Office and online on the Moodle site for clubs. The Advisor to the club or a College staff representative must be present and participating in the club trip.

Clubs who need to fundraise money towards a trip should have deposited funds into their club account prior to submitting travel request.

In the event the Advisor of the club can not make it on the trip, an alternative Advisor for the trip should be found before submitting the travel request.

B. Travel Itineraries

Any club traveling off-campus must submit a Trip Itinerary Form to Student Activities a week in advance. The itinerary includes destinations, estimated time of departure, estimated time of return, name and home telephone number of each participant, and any other relevant information. For overnight stays, the itinerary must include the accommodation's name and phone number.

Advisors should keep a copy of that itinerary with them on the trip.

C. Release Forms

All students participating in an off-campus trip must sign a release form before departure.

Students using College transportation complete the "Hold Harmless" agreement; students using personal transportation complete the "Personal Transportation" agreement.

All release forms are available in the Student Activities Office or on Moodle.

Signed release forms are the responsibility of the club Advisor; students without release forms are not be permitted on the trip.

Any person under 18 must have a parent/guardian signature.

D. Budgeting Priority

Priority is given to trips that support the educational or cultural mission of a club.

The educational/cultural content of a trip is determined by Student Activities after conversation with the club.

E. HCC Vans

Clubs may use the HCC vans at no cost for travel within a 150-mile radius of the campus. Only HCC faculty and staff who have viewed the NTSB training video are

permitted to drive. To make any reservations please use the online van request form and inform Student Activities.

F. Student Costs

Participating students are responsible for at portion of the costs of most trips. Registrations, passes, lodging expenses and entrance fees are among the items that may be included.

1. Due to the relative cost of travel, clubs can receive no more than \$3,000 toward total travel in an academic year; individual club members can receive no more than \$250 each for the academic year. There is no guarantee that these amounts will be available.
2. If travel costs exceed this amount, members can pay the difference themselves or attempt to raise funds on campus.
3. All money that is raised or contributed by students to pay for their portion of the trip must be deposited into the club account in the Student Activities at least two weeks before the date of the planned trip.
4. There must be enough available funds in the club account to cover the entire cost of the trip.

G. Conference Travel

Conferences are formally organized gatherings of people with common interests, intended to identify advances in the field, build networks between people, introduce students to professionals, and provide opportunities for professional development.

H. College Policies and College Travel

Any travel organized by and/or financially supported by HCC is governed by all the regulations in the Policy Guide and Student Handbook.

I. Alcohol & Other Laws

The purchase or consumption of alcohol or any illegal drug is strictly prohibited during club trips, regardless of a students' age.

Purchase or possession of drugs or alcohol can result in the student being sent home immediately at the student's expense.

Any student who breaks a campus, local, state, or federal law during a club trip will be charged with a violation of the College disciplinary policy.

In addition to judicial sanctions, the student may be removed from the club, and the club may lose its charter and/or funding for a calendar year.