



COVENANT
COLLEGE

**Student Club and
Organization Handbook**

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IN ALL THINGS CHRIST PREEMINENT

At Covenant College, we seek to magnify the preeminence of Christ in all things, including clubs and organizations. Clubs are a great way to get connected on campus, enhance leadership skills, and forge new friendships.

If you are reading this handbook you are either the leader of a currently established club or organization at Covenant or are interested in starting a new one. Leading or establishing a club requires a lot of time and effort, but is also highly rewarding. This handbook is designed to be a resource to you and will address various topics that are pertinent to clubs, such as: the FURF system, budgets, advisor roles, and the hiring of coaches or instructors.

Thank you for taking the time to read this handbook and for your willingness to serve in a leadership role on campus. We look forward to partnering with you in the year ahead!

In Him,

Sarah Ocando
Associate Dean of Students, Student Life

Emily Balint
Coordinator of Student Leadership

ESTABLISHING A CLUB OR ORGANIZATION

A. Step One

Any group of students desiring to form a new student club or organization must complete and submit a Club Application Form (page 12) to the current Student Senate or Coordinator of Student Leadership (CH138) by the first break of an academic semester. Student Senate will work with the Office of Student Development in the application process of a new student club.

B. Step Two

The application form will be reviewed by the Student Senate and other related Covenant College offices. At this stage, any of the above offices may ask for more information or clarification. Any club planning on consistently using campus or community athletic facilities or fields will be required to meet with a representative from the Athletic Department to discuss usage policies and procedures. The Athletic Department will communicate with the Office of Student Development once this requirement has been met. Failure on the part of the club to do so may result in loss of club status and all attendant privileges.

C. Step Three

Upon approval from the Student Senate and the Office of Student Development, the club will receive official recognition from Covenant College. The club will go through a trial semester where they will receive no funding to gauge student interest. After a successful trial semester, the club will receive all of the rights and privileges of an official student organization at Covenant College.

MAINTAINING CLUB OR ORGANIZATION STATUS

A. Budgets

Club leaders are expected to submit a requested budget at the time established by the Student Senate each semester. The Student Senate Executive Committee will meet with the club or organization leadership to discuss the requested budget and represent the club or organization's interests in the closed budget meeting. Each club will be given a Senate member as a liaison to communicate with throughout the semester about their budget.

The Student Senate will work according to their by-laws in making decisions regarding budgets. Factors influencing budget decisions include, but are not limited to: number of students in the club, length of time the club has been active, history of accountability,

possibility of funding from other sources, discretionary reasons, the club's record of meeting objectives and goals, and potential effects on promoting the objectives of Covenant College.

Clubs are required to spend at least 25% of their approved semester budget by halfway through the semester (typically Fall Break or Spring Break). If your club does not reach this requirement, it will be put on probation and all funds will be frozen for the remainder of the semester.

Newly recognized organizations or clubs will be expected to establish a strong record of financial accountability and accomplishment of goals and objectives before being considered for larger allocation of funds by Student Senate.

Some clubs will be recognized without funding due to the lack of any need for funding in a particular semester or failure to establish a strong history of wise spending.

- The Senate is responsible for ensuring that all club funds are spent wisely.
- Funds will be available on an incremental event-by-event rollover basis. Funds will not be available for a later event if not used or used properly for an earlier event. Any exceptions must be worked out with the Treasurer.
- The Senate reserves the option of withdrawing funding from a club or organization if there is negligent spending of its funds.
- In general, the Senate will exercise great restraint regarding interference with organization spending, and will only block spending which does not reflect the purpose of the club, organization, or which is clearly not in the best interest of SACC (Student Association of Covenant College) or the College.
- To access allocated SACC funds, an organization must complete a budget packet and submit it to the treasurer. If reallocation is needed, the club leader must communicate this with their club liaison. The liaison will present the request to Student Senate, who will then vote on the reallocation request. The request must be approved before funds are spent.
- Donations to clubs and organizations should be earmarked for specific events, projects, supplies, or equipment. These funds will be left in the club or organization's fund until the completion of these events or projects or until the supplies or equipment have been purchased. Leftover donation funds will then be handled in the same manner as all other club funds.

- All clubs and organizations wishing to hold a fundraiser must first get approval from the Office of Student Development.

B. Advisors/Coaches/Instructors

Advisors are integral to the success of student clubs and organizations, but are not their president or the primary leader of the organization. Advisors have the opportunity to work with student groups outside of the formal classroom setting, assisting them in developing programs which promote and enhance the educational mission of the college. Advisors should work with student organizations in an advising capacity, but not dictate the organization's programs or activities. However, advisors should be frank in offering suggestions, considerations and ideas, as well as discussing possible consequences.

Each club and organization is required to have an advisor who is a full-time staff or faculty member (unless approved by Student Development). Clubs and organizations will not be recognized by the college without an advisor. Should an advisor leave mid-year, the organization will not be allowed to access funds or sponsor new events until a replacement advisor has been found.

The club's advisor can also double as its coach/instructor. Should the club pursue a coach that is not currently employed by the college, this coach must go through an official application and interview process with the Office of Student Development, and must undergo a background check with Covenant College's Human Resource department. The club must also have a faculty or staff advisor in addition to their non-employee coach.

In the spring, advisors must be re-approved even if they have advised that group or other groups in the past, as the dynamics of the group or the advisor's workload and role on campus may change. All advisors are expected to adhere to the Roles of the Advisor (page 14) requirements and to those stated within their respective club and organization guidelines and constitutions. Advisors are held accountable in advising their clubs and organizations by the Dean of Students and their respective Vice President. A demonstrated inability to fulfill their advising responsibilities or to keep up with their full-time work may result in the advisor being asked to step down from their advisor role.

C. Registering a Club or Organization for the Next year

Each club and organization must submit a Club Exit Form (page 16) by the second Monday in April. Student Senate will review the form and grant renewal based on the following provided information:

- Names of officers and advisor(s).
- Goals and objectives.

- A copy of the Student Organization Advisor Consent Form (page 13) signed by the club advisor, who must be a full-time Covenant College faculty/staff member who agrees to abide by the “Roles of the Advisor”.
- An up to date asset list including summer storage location (if not club storage).

In conjunction with the club exit form, the club must retain at least 15 active members (or 1.5% of the student body) in order to maintain active status and be eligible to receive funds from Student Senate in the following academic year. Exceptions may be made at the discretion of Student Senate if the nature of the club requires a smaller participation. During the summer, the incoming leader or a designated club contact should be responsive to any emails from Student Senate or Student Development.

WITHDRAWAL OF RECOGNITION

Student Senate in conjunction with the Office of Student Development may withdraw recognition from a club/organization if it fails to act in accordance with the purpose and goals of the club/organization, the Student Association, or Covenant College.

If a club or organization begins to struggle, Student Senate may place them on a semester long probationary period where funding is denied and the club must prove their validity within the Covenant community. At the end of the probationary semester, Senate will vote to either grant the club official status again or dissolve the club.

It is common for clubs and organizations to come and go based on student interest. The dissolving of a club is not necessarily a reflection of the current club leader’s performance or actions and should not always be viewed as a negative thing.

Failure to submit a request for funding in two consecutive semesters will automatically warrant the club’s dissolving.

Should a club be dissolved, the liaison will conduct an exit interview with the club leader and collect all of the club’s assets. The club leader will also turn in the Club Exit Form to be filed with Student Senate and the Office of Student Development. The assets will be placed in club storage should the club or organization decide to re-apply for recognition. Organizations which lose recognition and are dissolved may re-apply for recognition the following semester.

RESPONSIBILITIES, RIGHTS, AND PRIVILEGES OF A COVENANT COLLEGE CLUB OR ORGANIZATION

Each official Covenant College Student Club or Organization shall enjoy the following responsibilities, rights and privileges on the Covenant College campus:

A. Communication and Responsibilities

All organizations should maintain excellent lines of communication with the Coordinator of Student Leadership, Student Development, and Student Senate. Regular communication with respective Student Senate liaisons is expected. Club leaders must be able to provide updates to Senate and their liaisons as well as meet during the semester when necessary. Clubs must submit a proposed budget at the beginning of each semester. Organizations must receive approval for outside speakers and activities, and submit updates on officer and purpose statement changes. Visiting the Office of Student Development from time to time for informal discussions is also highly encouraged.

B. Advertising/Campus Displays

All approved organizations enjoy the right to advertise on approved campus bulletin boards. Fliers and promotional information not associated with student organizations (residence halls, Senate, CAB, clubs) and academics must be reviewed by the Coordinator of Student Leadership before posting around campus. This requires advance planning. It should be noted that outside (campus) groups or event speakers must be directly sponsored, secured and hosted by at least one student organization. This requirement aids in the general knowledge and facilitation of groups on campus.

- No advertisements, fliers, posters, etc. may, at any time, be placed on campus building windows, doors, or any painted surfaces.
- Bulletin boards are available in all buildings for the posting of fliers/posters. Fliers and posters may be attached with sticky tack, masking tape, or push pins. All fliers posted with anything else will be taken down.
- All posted materials should be removed within 24 hours of the completion of the event. Please take responsibility for your event, including removing advertisements that are no longer applicable.

C. Facility Reservations/Event Planning

All events held on campus require that you submit a [Facilities Use Request Form \(FURF\)](#). If your event requires any extensive requests from departments like AV, catering, or facilities, you must get permission for your event with someone in the Events office. After your event has been approved, you can submit your FURF. It should be submitted at least two weeks before the event date. Keep in mind that Student Development and Conference/Events Services have the right to deny your event based on scheduling conflicts or the inability to service the event.

To FURF for an event:

- Log-in with your student username and password
- Click “Create a New FURF”
- Fill out all necessary Event Information and click “Submit this FURF” if information is complete and ready for approval
- On the main screen you may also review the FURF calendar and view any FURF’s with active conflicts

Policies to note:

- You may only proceed with your event if your FURF has been approved by all departments including AV, facilities or Catering Services if you have requested them.
- If the event you want to host is a **dance**, please take the following steps:
 - The dance must be held in a FURFable space. If the space is in a residence hall, you must first approve your dance with by RD and they must be willing to chaperone. If it is not in a residence hall, you must get it approved by the Coordinator of Student Leadership in person before you submit a FURF. Then, please submit a FURF at least two weeks before your dance.
 - Policies for All Dances:
 - The music chosen for play must not be sexually explicit, include profanity, or contain lyrics that promote violence or the use of alcohol or drugs. We ask that the music reflect the expectations of the College policies outlined in the Student Handbook.
 - You must leave the area/facilities cleaner than you found them. Failure to observe this guideline will result in appropriate consequences, which may include but are not limited to, fines or removal of your club’s privilege to have another dance.

D. Property Damages

All organizations using campus property, equipment or facilities must maintain areas in good order. The organization is automatically responsible for any damages incurred or any items not returned. It should also be noted that organizations utilizing facilities or materials from an off-campus merchant or establishment accept full responsibility for any damages incurred or items not returned.

E. Overnight Retreats or Trips

All large group activities (i.e., class or club/organization functions) held off campus or any group activity involving an overnight stay off campus must be accompanied by the club/organization advisor or another faculty or staff member asked in advance and approved by the Office of Student Development. Clubs, organizations, athletic teams, etc.

are encouraged to coordinate their trips as to allow for meals and overnight stays with families, alumni and friends of the college.

SACC funds will not be used to reimburse clubs for gas money spent on trips less than 30 miles round trip. However, if previously approved via the budgeting process, Senate may choose to reimburse club members for gas on trips exceeding 30 miles. The reimbursement rate is \$0.20/mile.

F. Assets and Keys

Each organization is required to prepare a list of all organization assets by the middle of the Fall semester (Fall Break) and at the end of the spring semester with the Club Exit Form (page 16) to ensure responsible use and stewardship of those assets. This includes an asset condition report that will be filled out prior to check out and upon return with the exit form. The asset list will be kept on file with the Student Senate and the Office of Student Development. If an asset list is not on file from the previous year, the organizations will not be allowed to access funds until the asset list is submitted. The new club leader will have two weeks to submit an asset list in order to access funding. Near the end of the spring semester, a week will be designated for clubs to return assets along with condition forms. Assets are stored and maintained over the summer with Student Senate (checked out in fall, returned in spring). Any abuse of assets may result in loss of privileges and even recognition.

G. General Rights and Privileges

Each approved campus club or organization may:

- Use the name Covenant College in conjunction with club activities.
- Host a table or booth at CovCon.
- Request financial support from the Student Senate at the beginning of each semester through the budgeting process.
- Request news coverage by the *Bagpipe*, *Tartan* or other forms of public information initiated by the College.
- Request a campus mailbox in the Covenant College Mailroom. Requests will be granted at the discretion of Office Services and as space permits.
- As noted in the Publicity section, outside (campus) groups or event speakers must be directly sponsored, secured and hosted by at least one student organization. Clubs can sponsor an activity, speaker or project on campus solely or jointly with

another approved campus club or organization, or with the Office of Student Development.

- Once approval has been granted by the Office of Student Development and all appropriate scheduling has taken place with Conference Services, clubs may begin advertising for their events.
- Clubs must not purchase t-shirts with club funds.

PROCEDURES AND FORMS

A. Event Safety and Security Procedures

A faculty/staff member should be present during an overnight event and will be able to help if a situation should arise.

In case of Injury:

Evaluate the situation. If someone has a head injury, is unconscious or experiencing heart problems then it would be appropriate to call 911. All concussions must be documented by the advisor and/or coach and reported to Health Services and the Office of Student Development. If they have suffered from a broken bone, sprain or something that is not life threatening, use caution and Call the RD on duty (706- 419-1176).

In case Alcohol or Drug Use is suspected:

Immediately report the incident to the staff member who is present. If the subject is intoxicated or under the influence of drugs, escort them from the premises and make sure someone is with them at all times. Immediately call the RD on duty.

In case of a Threatening Event:

Evaluate the situation. If someone is acting unruly or is making people feel uncomfortable, report it to the staff member who is present. If on campus, inform safety and security service if possible. If the subject is suspected to be under the influence of drugs or alcohol, please refer to the steps above.

In the event of a crisis event (gun fire, any weapons, or explosion) call 911 immediately. After calling the authorities call, the RD on duty.

B. Club Application Form

Club Name:

Purpose Statement:

Club Officers (At least one leader and one treasurer required):

- 1.
- 2.

Objectives:

- 1.
- 2.
- 3.

Faculty / Staff Advisor:

Active members - participation by 1.5% of the student body (or 15 members) is required, unless the nature of the club requires an exception:

Please list some of the following events/ goals that you plan on accomplishing next year.

*Please return to the Coordinator of Student Leadership

C. Club/Organization Advisor Consent Form

Name of Student Club/Organization

Name of Student Club/Organization leader

Name of Advisor

Advisor's Department

Advisor's Phone Number

Advisor's E-Mail Address

I am an advisor who is (circle one):

Returning to this position this year.

New to this position this academic year.

To the advisor:

Your signature below confirms that you are a full time faculty or staff member of Covenant College; you have seen the information concerning the role of an advisor on page 14 of the Student Organization Handbook; and you consent to take on the responsibilities of the advisor of the above named group for the academic year.

*Please return to the Coordinator of Student Leadership

D. Role of the Advisor

1. **ADVISING.** To advise effectively in an extracurricular situation, the advisor should actively participate in the organization. In order that students can develop leadership skills, advisors should assist and facilitate, without taking over leadership of the organization. In addition, an advisor is encouraged to challenge the organization to contribute to the educational mission and vision of Covenant College.
2. **COUNSELING INDIVIDUAL STUDENTS.** Students often need a listening ear and solid advice. The advisor should be available and reachable via phone, email and office hours.
3. **CONSULTATION ON PROGRAMS/ACTIVITIES.** Advisors should be aware of planned programs and should offer input and criticism before and after the event and/or publication. It is also the advisor's responsibility to ensure that all college procedures are followed when planning activities. Any program or production put on by the club or organization should have the full knowledge and permission of the advisor. The advisor also serves as the primary chaperone on any overnight trips the club may take during the school year and such trips should be planned in accordance with the advisor's availability. If the advisor is unavailable, another chaperone (full time faculty or staff member) can serve as a replacement.
4. **PROVIDING CONTINUITY.** Students transition in and out of club leadership as they advance through their years at Covenant and graduate. Advisors can provide stability and an awareness of history, context and policy. Advisors can help new student leaders by providing oversight of the maintenance of past records to be passed on to new leaders each year and instructing them in their expected duties and responsibilities.
5. **INTERPRETATION OF POLICY.** Advisors should encourage the organization and its officers to be familiar with Covenant College policies and why they exist. Questions of interpretation should be directed to the Office of Student Development or the appropriate academic department.
6. **SUPERVISION.** The advisor should work with, and through, the responsible leader of the organization to maintain standards in consultation with the Office of Student Development. Advisors will support the policies of the college and the work of the Office of Student Development by familiarizing themselves with the student's standards of conduct and, by word and example, encouraging students to live in compliance with these standards. The advisor has the authority with the Office of Student Development to postpone an event or posting if deemed inappropriate until further review.
7. **FINANCIAL SUPERVISION.** The advisor should make sure the organization is aware of the proper financial channels for student organizations at Covenant College.
8. **ORGANIZATIONAL MEETINGS.** The advisor is not required to attend every meeting, but regularly enough to assure knowledge of the organization's work, as well as familiarity with the members of the organization so they feel comfortable going to the advisor for assistance.
9. **ACADEMIC SUPERVISION.** When the advisor discovers or is notified that a student involved in an organization or publication is demonstrating poor academic performance, the advisor should suggest that the student curtail or end his or her involvement. In organizations where a minimum GPA is required of the student leaders, the advisor is responsible for working with Student Senate and the Office of Student Development in seeing that those who do not meet the requirement are removed from leadership and replaced by another student leader from the organization.

10. COMMUNICATION. The advisor is responsible for handling all communication between the Office of Student Development and the organization during those times when officers have not yet been determined.

11. REGISTERING THE ORGANIZATION. The advisor should help ensure that organizations seeking to register for the next year have turned in the required documentation (including, but not limited to: budget, officer list, advisor consent form, asset list, etc.) by the dates set each semester by Student Senate and the Office of Student Development.

E. Club Exit Form

***Due by the second Monday in April**

Club Name:

Club Leader:

Things that went well this year:

- 1.
- 2.
- 3.

Things that can be improved for next year:

- 1.
- 2.
- 3.

Next Year's Club Leader(s)—please indicate a treasurer, if any:

- 1. _____
- 2. _____
- 3. _____

Next Year's Proposed Faculty/Staff Advisor: _____

Amount of budget spent: _____

If you left funds unspent, please explain why:

Senate Liaison:

Signature:

CLUB ASSETS LIST

Club name:

Club leader:

Item Description	Location	#	Est. Value	Condition

STUDENT STANDARDS OF CONDUCT

Students must conduct themselves in a way which reflects a commitment to holy living: doing what the Bible requires, abstaining from what the Bible forbids, and carefully discerning the will of God in every area of life. In addition, the College believes that there are some practices which, though they may not necessarily go against specific biblical teachings, are not in the best interest of others in the community. Students are expected to encourage each other to live according to these standards. For this reason, students who are present when behavior occurs that violates the standards may be found responsible for supporting the behavior

- Students at Covenant are to practice all the virtues taught in the Scriptures such as: self-discipline, modesty, patience, and honesty and are expected to worship in a local church regularly.
- Students are also required to abstain from all activities which violate Biblical teachings such as: theft, drunkenness, slanderous or profane language, all forms of dishonesty including cheating, and sexual sins (such as premarital sex, adultery, homosexual behavior and the use or possession of obscene or pornographic material). Students must reject all sinful attitudes such as greed, jealousy, pride, lust and prejudice against those of a different race, gender, socio-economic status, etc.
- Additionally, students are to use wisdom and Christ-like discretion in the application of Biblical principles to decisions regarding all areas of life such as: the involvement with various forms of media, all non-college organizations, social interaction, and the physical expression of intimacy in relationships. When students are off campus, they should select places of business, organizations, or events that would promote and support the Standards of Conduct. Students are expected to use discretion by avoiding events that are not primarily for Christ-like edification and social interaction. Students should avoid, and encourage one another to avoid, dancing in places of business, events or organizations that primarily exist to serve alcohol, encourage lewd behavior or inappropriate physical intimacy and/or sexual behavior.
- The Scriptures call us to obey the authorities which have been placed over us by the civil government. All students are required to uphold local, state, and federal law except on the rare occasions when compliance with the civil authority may be in conflict with the Scriptures. Students violating any civil law such as: possession of illegal substances, underage drinking, illegal possession of firearms, physical or verbal harassment, gambling, copyright violations, illegal entry, the possession, sale and use of fireworks, etc., may be referred to the civil authorities for prosecution, and may also be subject to disciplinary action by the College.
- The College has established rules and guidelines with which all students are required to comply whenever they are on campus. Most of these are outlined in the Residence Hall Manual which includes guidelines for quiet study hours in the residence halls and safety guidelines such as no firearms and/or open flames on campus without expressed permission from one of the resident directors or a student dean. Students are also required to obey rules

set by other various departments including, but not limited to, the Library and Technology Services, and must comply with all safety and parking guidelines outlined by Facilities Management.

- Students are prohibited at all times -- whether they are on or off the campus -- from the possession and use of alcohol and/or tobacco. The only exceptions to this policy are:
 1. When students are away from the College community during official College breaks,
 2. When students are under the authority of their parents or their church,
 3. In the extraordinary circumstance on a trip to a foreign culture where to refuse a single, ceremonial drink would be construed as rude by the host, and
 4. For students who are at least 25 years of age or married and are living off campus in non-college housing. These students may never possess or use alcohol or drugs on campus, nor off campus in the presence of students still under these restrictions.

In each of these exceptions, the College does not permit students to violate biblical directives or civil authorities by getting drunk or by drinking under the legal age. Students who violate these rules may still be subject to discipline by the College. Additionally, students may not come to campus exhibiting any discernible signs of alcohol or tobacco use, even if the usage occurred in the presence of the student's parents or church.

- Students found in violation of these Standards of Conduct will receive disciplinary action from the college. The College recognizes that some breeches of the Standards of Conduct are best handled through punitive discipline, some by extended counseling or involvement with an outside agency or church and others by informal admonishment. The College reserves the right to handle each situation in the manner which it deems to be most effective for the correction and development of the individual(s) involved, as well as in the best interest of the College community.

These Standards of Conduct apply from the first day of residency or moving personal belongings into residence, and/or first day of classes, whichever comes first, to the last day of residency, the last class and/or the last academic function for the term, whichever comes last.