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It's all online: www.midlandstech.edu/studentlife

ADVISOR GUIDELINES

Advisor Guidelines 1.0

1.1 Role of the Advisor

Student Life is committed to the philosophy of enhancing the development of MTC's students and strives to achieve this through the nurturing and support of an active array of student organizations on campus.

The advisor of a student organization impacts the student's total development and promotes the philosophies established by the Office of Student Life:

1. To augment classroom learning by providing opportunities for students to develop interpersonal, adaptive, management and team building skills.
2. To promote the philosophy of lifelong skill building.
3. To provide for the development of students' leadership, social, cultural, recreational and interpersonal skills.
4. To emphasize the importance of citizenship through the promotion of student involvement in community and College service projects.
5. To improve student success and retention through involvement in student organizations.

1.2 Responsibilities of the Advisor

The role of the advisor is to guide each student toward becoming a mature, responsible, and well-rounded individual. An atmosphere of acceptance, inclusion, and development should be prevalent, accompanied by the promotion of active and participatory involvement.

The advisor should encourage students in the development of their abilities, using sound judgement, enhancing interpersonal and developing leadership skills.

The advisor needs to understand the importance of his or her role as the College's liaison with the student organization and have honest concern for all student members. This role should be defined to the organization at the beginning of each term.

The advisor is expected to give guidance to the organization, assist in planning activities and in organizational goal setting.

The advisor may be asked to meet with the Director of Student Life to discuss any problems, ideas or suggestions. The advisor needs to be available for consultation on a regular basis to stay updated with the needs and concerns of the group and should attend all group meetings.

The advisor must ensure that plans for any activity in question conform to general college policy. All programs must be presented in good taste. No program should be presented unless the advisor has full knowledge of its content and manner of presentation and has been approved by the Director of Student Life or designee.

Advisor should also help in the promotion of club activities. For example, email, college news, campus cruiser, MTCVNN, Student Life bulletin boards (12 AC/ 22 BC), Pony Express, etc.

Advisor should also ensure a student representative(s) is in attendance at each of the SAB meetings, to announce the clubs happenings, as well as, to keep the club abreast of other club, campus, and community happenings.

The advisor should be aware of any monetary transactions of the group and how they are handled. This includes, but it is not limited to, dues, fundraisers or charging for events.

All funds should be deposited ASAP into the club's college account. A copy of the receipt attached to the fundraiser form, must be submitted to the Office of Student Life.

The advisor must not let personal goals interfere with the group's goals.

POLICIES
&
PROCEDURES

Policies and Procedures 2.0

2.1 Being an Active Club/Organization

In order to be an active student club or organization a group must comply with the following:

- A club/organization advisor and a club member must attend the information session at the beginning of the fall semester. If one or both of these parties is unable to attend please talk with the Director of Student Life.
- A representative from each club/organization must be present at no less than four of the five monthly SAB meetings. Dates for all meetings will be set at the beginning of each academic year and located in the Student Handbook/Planner as well as on the Student Activity Calendar.
- Organizations are required to participate in the Club/Organization Recruitment Fair(s) each academic year.

Privileges of being an active student club/organization are the:

- Ability to apply for and have access to Student Life funds;
- Access to fundraising opportunities on campus; and
- Ability to have event set-ups on the MTC campus.

2.2 Alcohol and Drugs

Student organizations must adhere to the College's alcohol and drug policy for all on/off campus events sponsored under the auspices of Midlands Technical College. (refer to the alcohol policy outlined in the current Student Handbook and the current College Catalog)

2.3 Student Behavior

Students participating in any activities under the auspices of Midlands Technical College have a duty to behave in a responsible, safe manner and assume responsibility for their safety when providing their own transportation. Any unethical behavior at an organized sponsored event will be referred to the College's Judicial Officer.

2.4 Sponsored Events

A **Sponsored Events Request Form** must be completed and submitted no less than two weeks before the event. Events could be delayed or denied if forms are incomplete or submitted less than two weeks prior to the date of the event. Due to the complexity of some events (i.e. parties, forums), more than two weeks notice may be required.

- No goods or merchandise can be sold on campus unless this form has been completed. The **Sponsored Events Request Form** grants approval by the Student Life Office, the club advisor and the Director of Auxiliary Services (as needed).
- As a general rule, verbal request cannot be accepted. Recognized and active student clubs/organizations will be allowed special fundraising privileges if the goods/merchandise are not in direct competition with food services or bookstore contracts. All funds must be sufficiently accounted for and deposited by the next business day into the club/organization account.
- **Events that do not involve food require only the club advisor and the Director of Student Life (or designee) signatures.**

2.5 Off-Campus Activities

Clubs wishing to participate in off-campus activities under the auspices of Midlands Technical College must submit a **Sponsored Events Request Form** two weeks prior to the proposed activity. Clubs must submit the specifics (who, what, where, why) along with an **MTC Trip Request Form** and name/MTC ID number of all attending. (See Forms Section in this manual or look online at www.midlandstech.edu/studentlife for all forms).

- The advisor is responsible for ensuring all reasonable safety precautions are taken. The advisor or approved designee must be present at all official club functions taking place off-campus.
- A **Waiver of Responsibility and Trip Damage Release Form** must be completed by each participant before the activity. The advisor keeps the original, and forwards a copy to the Director of Student Life. **This is critical in reducing liability for the advisor and the College.**
- MTC Trip Request Forms are available through the Accounts Payable/Finance Office.

2.6 Facility Reservations

All groups must reserve meeting rooms. Do not assume a room is available at certain times. It may have been reserved by another party.

- Do not complete a Sponsored Events Request Form to conduct club meetings. Reserving meeting rooms or classroom space for advisor-authorized club meetings does not require Student Life approval. Contact Auxiliary Services for meeting room reservations, Instructional Services for classroom reservations, and Student Life for SAB Conference Room and Student Commons (Rose Dill 790-7557) reservations. **Refer to the Services listing at the end of this section for reservation contact information.**
- When completing the Sponsored Events Request Form for club/organization events, the same reservation contacts are to be utilized. Advisors can schedule space and needed set-up equipment (including AV equipment, tables, chairs, etc.) upon receiving approval from Student Life (return of the Sponsored Events Request Form with signed approval).

2.7 Equipment Requests

Limited items are available through the Office of Student Life, upon request. For example, ice chests, helium tanks, radios, softball equipment, games, and other useful items.

2.8 Funds

Funds are available to student clubs/organizations through dues or fundraising projects. In addition, the Office of Student Life has a fund that can assist active student organizations in obtaining goals for community service, leadership training, special events and other initiatives. The Fund will finance up to \$200 per student organization each academic year. Please refer to the Student Life Fund Guidelines and the Fund Proposal in the Forms section of this manual. All funds must be kept in the Club's account in the MTC Business Affairs Office and used in compliance with MTC Business Affairs procedures. Under no circumstances can funds be used for the purchase of alcohol.

2.9 Fundraising

Active student organizations have the privilege to raise funds on or off campus, after the approval of the **Sponsored Events Request Form**, submitted two weeks prior to the fundraiser.

The specific purpose for the fundraising event must be clearly stated and an actual event identified. The fundraiser must be approved by the club advisor, Office of Student Life and the Director of Auxiliary Services, as needed. A **Fundraiser Report** must be turned in after the deposit of funds into the club account.

2.10 Donations

Active clubs/organizations desiring to solicit donations, internal and/or external, must submit a **Sponsored Events Request Form**, two weeks prior to requesting/receiving said donations. **The specific purpose for the donations must be clearly stated and usage identified.** The solicitation of donations must be approved by the club advisor, Office of Student Life, and the Foundation Office, as needed.

2.11 Check Requests

The club advisor may submit a purchase requisition on Datatel for the Finance Office to have a check cut, usually within three days of the requisition. The Director of Student Life must approve the requisition, after submission. The club advisor can pick the check up at the Business Office on the Airport Campus or have it mailed to them or said vendor.

2.12 Dues

Clubs/organizations can collect dues or assess specific membership fees, as outlined in the group's constitution. These funds are to be deposited into the club account as stated in Sections 2.6.

2.13 Reimbursements

Expenditures to be reimbursed must be approved in advance by the club and require itemized, dated and signed receipts. You must submit a **Miscellaneous Expense Statement** through the Student Life Office. With the signature of the Director of Student Life, club representatives can be reimbursed through the Cashiers Office on either campus. Reimbursements are available up to \$200.

2.14 Publicity

Official recognition as an active club/organization entitles that organization to publicize club activities on campus. Effective publicity is essential to the success of an event. Please refer to the Assistant Vice President of Student Development Services Posting Guidelines. Advisors may email colleagues or make submissions to College News about club happenings. Advisors may forward flyers to both Offices of Student Life, as well as, submit articles, ads, pictures, and other newsworthy items to MTCVNN. Students and advisors can submit flyers to be posted on bulletin boards and the Pony Express online newspaper.

2.15 Procedures for New Student Organizations

- To form a new student club/organization, a **Request to Organize Form** must be signed by at least 10 interested students with the name and signature of the club advisor (faculty or staff member) listed. The form must then be submitted to the Director of Student Life.
- A representative of the proposed organization will present the purpose of the club/organization to the Student Advisory Board for recommendation for approval.

- After recommendation by the Student Advisory Board, the request will be forwarded to the Assistant Vice President of Student Development Services, the Vice President for Student Development Services and the President for final approval.
- Within three weeks after approval, a constitution, list of members and advisor's name must be submitted to the Director of Student Life.
- The club or organization must have a set purpose that will enhance student development and contribute to a positive campus-learning environment.
- All clubs/organizations can request a Student Life Special Account in which all monies must pass through in accordance with Business Affairs guidelines. **(Club/Organization Account Number Request Form)**
- The club/organization will not be officially recognized or considered active unless all outlined procedures are followed.

2.16 To Establish an Account

You must complete a **Club/Organization Account Number Request Form** to establish a club account. Deposits must be made in the Cashier's Office. Individuals making a club account deposit must have the account number to give to the Cashier's Office. After processing the deposit, the cashier representative will provide a deposit receipt verifying the amount deposited and the account number. Advisors should ensure these receipts are kept on file. Deposits from fundraisers must be made within 24 hours or the next working day following the event. **Please remember to copy the Office of Student Life on all receipts. Clubs are prohibited from establishing bank accounts outside of Midlands Technical College.**

2.17 Child-care Referral

According to Midlands Technical College policy, faculty, staff and students shall not bring children to class nor leave children unattended on campus. In addition, children should not be brought to sponsored events unless it is noted as an event designed for the entire family. This policy is designed to support a classroom environment conducive to learning and to avoid unsafe conditions for minors. The college assumes no responsibility for the supervision of faculty members', staff members' or students' children. Midlands Technical College's child-care referral manual can help students identify a child-care provider to meet their needs. Manuals are available in the Student Life Office on each campus for viewing or online at www.midlandstech.edu/studentlife/stureferral.html

2.18 Loitering on Campus

In support of campus safety and security, no loitering on sidewalks, steps, and/or walls.

2.19 Pet Policy

Animals are prohibited on campus. Exempt from this prohibition are guide dogs for the blind, visually and/or hearing impaired.

2.20 Student Commons

Airport Student Center Room 126
Beltline Student Center Room 201

The Student Commons is the place for extra-curricular activities and socialization between classes. All student visitors are expected to adhere to all Student Codes and Grievances as outlined in the Student Planner/ Handbook, which is also accessible on the Student Life webpage: www.midlandstech.edu/studentlife. Be aware that any person using the Student Commons can be asked to present a current MTC Student ID at anytime. The Student Commons will be closed when classes are not in session.

2.21 Requests for Accommodations

Any student having a disability requiring special accommodations should make their request with the coordinating party within 30 days of the said event. As well, students desiring special accommodations are requested to register with Counseling Services.

Revised September 2007

FORMS

Services

A/V Equipment (Reservations/Support)		
Airport		3550
Building Maintenance/Janitorial		
Airport/Harbison/Batesburg Leesville	Shirley Johnson	3218
Beltline/Northeast	Audrey Jones	7666
College Vehicle		
http://inside.midlandstech.edu/reservecar/		
Computer, Typewriter, A/V Maintenance	IRM Help Desk	7888
Conference Rooms (Reservations)		
Airport	Kim Boatwright	3215
Academic Center, Auditorium, Room 116	“	
Academic Center, Breezeway	“	
Academic Center, Lobby, Room 167	“	
Academic Center, Mary Robertson Conference Room, Room 143	“	
Academic Center, Room 115	“	
Academic Center, Room 139	“	
Academic Center, Room 231	“	
Student Center, Breezeway	“	
Student Center, Cafeteria, Room 119	“	
Student Center, Room 225	“	
Health Science Building, Room 108	“	
Health Science Building, Room 221	“	
Jake Salley Conference Room, Room 170	“	
Lexington Hall, Room 140	“	
Morris Hall, Room 106	“	
Reed Hall, Room 119	“	
Beltline		
Wade Martin Hall, Lobby, Room 102	“	
Wade Martin Hall, Room 104	“	
Wade Martin Hall, Room 203	“	
Student Center, Cafeteria Room 208	“	
Student Center, Private Dining Room 209	“	
Harbison		
Administration Building, Room 602	Carol Nordquist	5205
Conference Center, Room 102	“	
Northeast		
Center for Technology, Room 109	Kim Boatwright	3215
Center for Technology, Room 214	Carol Nordquist	5205
Center for Technology, Room 328	“	
Curriculum Classrooms (Reservations)	Jean Pritchard	3291
Emergency	Security	7199
Mail Service	Roger Cheeseboro	3230
Parking Decals		
Airport/Harbison/Batesburg Leesville	Shirley Johnson	3218
Beltline/Northeast	Audrey Jones	7666
Student Accident Insurance	Richardine Jackson	7706
TTY Telephones		
Airport		3401 or 3021
Beltline		7800 or 7164
Telephone Service	IRM Helpdesk	7888



Student Life Office

Post Office Box 2408, Columbia, SC 29202
Airport Campus: (803) 822-3650, phone or (803) 822-3676, fax
Beltline Campus: (803)738-7651, phone or (803) 790-7556, fax

Sponsored Events Request Form

All Midlands Technical College clubs, organizations, departments, and off-campus vendors, must submit this form to the Student Life Office **at least two weeks prior to the scheduled event**. Failure to do so could result in event not being approved. Your event is not approved to be hosted on any MTC campus until all appropriate personnel have signed and you have been given authorization by Student Life. If you have questions, please call or email the Director of Student Life, Vanessa Brown at 738-7651 or brownv@midlandstech.edu.

Please request only one event per form.

Club/Organization/Department/Company Name: _____

Date of Request: _____ Name of Responsible Party: _____

Email address: _____ Telephone #: _____ Fax #: _____

On/Off Campus Address: _____

Activity (State type of event and give a brief description):

Location of the event: _____ Date/Time of event: _____/_____-_____

Event is on Campus (circle one): Yes No (If you selected "yes," Security will need to be notified. This is especially necessary if this event will be held outside of normal MTC operating hours. Chief of Security must approve after hours events and sign below.)

Chief of Security Signature: _____ **Date:** _____

Equipment/Set-up Requirements: (List total number of each needed)

Table ____ Chairs ____ VCR ____ Screen ____ Projector ____ Videographer ____ Microphone ____

Reserved Parking _____ Other (please specify): _____

Does this event involve food (circle one)? Yes No If "yes," please give specific details regarding the type of food you will be serving and /or having catered.

Director of Auxiliary Services Signature: _____ **Date:** _____

College transportation required (circle one)? Yes No If "yes," you will need to contact Operations on the respective campus for vehicle availability. **A Trip Request Form must be completed for off-campus travel.**

Faculty/Staff/Rep. Name (please print): _____ **Date:** _____

Signature: _____ **Date:** _____

Director of Student Life: _____ **Date:** _____

Coordinator of Student Life (in absence of Director): _____ **Date:** _____

MIDLANDS TECHNICAL COLLEGE CLUBS & ORGANIZATIONS

FUNDRAISER REPORT

Active student clubs and organizations have the privilege to raise funds on or off campus, after the approval of the **Sponsored Events Request Form**. The specific purpose for the fundraising event must be clearly stated and an actual event identified. The fundraiser must receive prior approval from the Club Advisor, Office of Student Life, and others as deemed appropriate.

DATE: _____

CLUB/ORGANIZATION: _____

FUNDRAISER (event and purpose):

***should be the same as previously outlined on the Sponsored Events Form**

Deposit (attach copy of Cashier's Receipt): \$ _____

***All money raised should be deposited, asap**

Advisor Name (please print): _____

Advisor Signature: _____

Email: _____

Telephone: _____

***This form may also be used to report money collected from student dues, workshops and various other activities, whereas there is an exchange of money; including donations.**

TRIP REQUEST #

MIDLANDS TECHNICAL COLLEGE

TRIP REQUEST

NAME: _____

Colleague ID#: _____

Destination: _____

Department: _____

Extension: _____

Days/Weeks: _____

Checks One: Permanent Student AC HC Department

Contract/Adjuster Commissioner BC NE Extension

Other Purchase Order

Charged against your 50000-0 line (Charged against your 50000-0 line)

Purpose of the trip: _____

IN STATE:	Amount	Code	Description	Days/Weeks
Non-Overnight Meals	\$	50100-0	OUT OF STATE	
MEALS	\$	50110-0	MEALS	(50110-0)
LODGING	\$	50120-0	LODGING	(50120-0)
MILEAGE	\$	50130-0	AIRFARE	(50130-0)
Other Transportation	\$	50140-0	MILEAGE	(50140-0)
MISCELLANEOUS	\$	50150-0	Other Transportation	(50150-0)
REGISTRATION	\$	50160-0	MISCELLANEOUS	(50160-0)
TOTAL IN STATE TRAVEL:	\$	50170-0	REGISTRATION	(50170-0)
TOTAL OUT OF STATE TRAVEL:	\$			

Information for prepayment

Lodging: YES NO Pay to the Order of: _____

Address: _____

Prepayment Amount: \$ _____ Confirmation # _____ (required for prepayment)

Registration: YES NO Pay to the Order of: _____

Address: _____

Prepayment Amount: \$ _____

Account # _____

Departure Date: _____ Departure Time: _____ Air Car (school) Airfare

Returning Date: _____ Return Time: _____ Bus Car (rent) Other

IMPORTANT NOTE: All paperwork pertaining to your travel must be turned in with your trip request! Such papers should include an itinerary of the conference, registration form, hotel confirmation and any other paper work that needs to accompany the check sent on your behalf.

IF YOU HAVE PROFESSIONAL DEVELOPMENT, THIS FORM MUST GO TO THEIR OFFICE FOR APPROVAL. (BEFORE BEING SENT TO THE FINANCE OFFICE.)

I have read and understand the travel regulations. _____ Employee's Signature _____

Approved By: _____ Date: _____

Approved By: _____ Date: _____

Approved By: _____ Date: _____

Approved By: _____ Date: _____

SECTION II.
TRIP DAMAGE RELEASE

I, _____, hereby accept full responsibility (monetary and otherwise) for any damage that is caused by me to any room/facility that I am in while on a trip sponsored by Midlands Technical College and its faculty and/or staff.

I certify that I am over eighteen years of age:

Signature

Date

Emergency contact person: _____

Relationship: _____

Work Phone: _____

Home Phone: _____

I am under eighteen years of age and my parent/guardian has agreed to the above terms on my behalf.

Signature

Date

Signature

Date

SECTION III.

Behavioral Expectations

I understand that I am attending this event in accordance with regulations for the college where I am enrolled. If I fail to comply with the regulations pertaining to college-sponsored activities, I acknowledge that I may be asked to leave the conference. In this event, I agree to make arrangements for my return transportation at no expense to the college or the state of South Carolina. I also understand that any such misconduct may result in disciplinary action by the college where I am enrolled.

Signature

Date

Disability Statement

Any student requiring special accommodations for participation in scheduled student activities, on or off campus, should be registered with Counseling Services. It is the student's responsibility to advise the coordinating Faculty/Staff member, in writing, at least 30 days prior to the scheduled event, of requested accommodations for participation.

**MIDLANDS TECHNICAL COLLEGE
MISCELLANEOUS EXPENSE STATEMENT**

Name _____ Colleague ID Number _____ Ext. _____
 Account Number _____ Campus _____ Dept _____

No	Day	Miscellaneous Expenses	COMPLETE DESCRIPTION OF EXPENSE INCURRED	Amount
		60000 Other Contractual Services		
		62010 Office Supplies		
		63000 Photocopy Supplies		
		63070 Educational Supplies		
		63210 Maintenance Supplies		
		63040 Training Supplies		
		63090 Other Supplies		
		54170 Dues & Membership Fees		
		53150 Postage		
			SC tax	
			Total including Tax	\$.

A RECEIPT FOR ALL EXPENSES CLAIMED ON THIS EXPENSE STATEMENT MUST BE ATTACHED

I hereby certify or affirm that the above expenses were actually incurred by me in the performance of official business for MIDLANDS TECHNICAL COLLEGE

Signature _____ Date _____ Approval _____ Date _____
 Approval _____ Date _____ Approval _____ Date _____
 Reviewed by _____

MTS Form 008 (09/01 H.L.)

For Finance Use Only		
Received by	_____	_____
Amount Received	\$ _____	_____
Date Received	_____	_____

STUDENT LIFE FUNDS PROPOSAL FORM

Student Clubs and Organizations requesting funds will need to return this completed form by 4:00 pm, the 1st Monday in December.

Club/Organization Name: _____

Student Contact: _____ Phone: _____

Advisor: _____ Phone: _____

Date/Time of Event: _____ Campus/Location: _____

Event Description: _____

Event Cost: _____ Goals: _____

Justification of Funds: explain how this activity support the aforementioned goals of the club/organization: _____

Print Name: _____ Signature: _____ Date: _____

FOR ADVISORS ONLY:

Advisor, Please explain how this activity support the goals of the club/organization, as outlined by the student representative: _____

Print Name: _____ Signature: _____ Date: _____

REMINDERS:

1. Approval of this proposal does not guarantee and/or secure location or set-up arrangements.
 2. The Sponsored Events Form must be completed, denoting first and second choice locations.
 3. The Advisor must contact Auxiliary Services directly at 822-3215.
 4. The requested location is not confirmed until the Sponsored Events Form is returned with the appropriate approval signatures.
 5. Please adhere to assigned locations for events, to avoid conflicts with other scheduled events.
 6. These may be revised as necessary. THANK YOU for your cooperation.
-

STUDENT LIFE FUNDS GUIDELINES

DESCRIPTION

1. Funds are available from the Student Life Office to assist student clubs and organizations in obtaining financial goals for community service, leadership training, co-curricular workshops, and special events. Intramural sport organizations formed through the Office of Student Life are also eligible to apply for funds to supplement expenses specifically related to the team.
2. Activities, for which funds are requested, should be directly related to the functions of the club/organization.
3. When requesting funds, via the Proposal form, the club/organization designee and advisor must include a clearly defined justification for the requested funds.

APPLICATION PROCESS

1. The Club/Organization designee should complete the Proposal Form and return to the Office of Student Life on either campus by 4:00 pm, the 1st Monday in December.
2. All requests for funds are then forwarded to the **Student Life Funds Committee**, an adhoc student-driven board.
3. The Funds Committee will vote on the proposal requests. If a proposal is submitted for a club/organization in which a committee member is affiliated, the club member will abstain from voting on that particular proposal.
4. The Student Life Office will notify the club/organization of its dis/approval status.
5. Clubs/Organizations must **reapply** for funds if the activities or justification listed on the original proposal are altered after approval has been given. The reapplied proposal will again go before the student committee for dis/approval.

FUNDING

1. The Student Life Fund will finance a maximum of \$200.00 per **active** student club/organization each academic year. **Please be advised that this is contingent upon the availability of funds.** If monies are not used for an activity (as specified in the approved Proposal Form) during the fall semester, those funds may be utilized during the spring semester, date designated by the Director of Student Life.
2. If monies are not used for an approved event or activity, the funds will remain in the Student Life Fund.
3. All awarded funds must be dispersed no later than May 1st, due to end-of-year budgetary close-out procedures, as required by MTC's Finance Office.

☺ **Thank You for**
Exploring the Opportunities for Involvement
with the
Office of Student Life ☺

"COMMITTED TO EXCELLENCE"

Students' Choice Awards

The Student Advisory Board at Midlands Technical College invites its fellow students to choose faculty or staff members who exhibit the qualities necessary to be presented the **Committed to Excellence Awards**. These **Committed to Excellence Awards** will serve to recognize faculty and staff members who encourage and support student involvement, academic excellence, and community service. **Committed to Excellence Awards** will be announced in *The Pony Express*. If you wish to nominate a member of the MTC Faculty or Staff, please fill out the form below and submit it to the Student Activities Office for review by the Student Advisory Board. For further information on the **Committed to Excellence Awards**, and to inquire about deadlines, please contact the Office of Student Life: 822-3650 (Airport) or 738-7651 (Bellline).

Nomination Form

Nominator: _____

Nominee: _____

Position of Nominee at MTC: _____

What is your relationship to the nominee? _____

*In 1-2 pages, please explain why you feel that the nominee should be considered for a **Committed to Excellence Award**. Please state examples of how the nominee encourages student involvement, academic excellence, and community service.

REQUEST TO ORGANIZE A NEW STUDENT CLUB/ORGANIZATION

- 1. Date Received in the Student Life Office: _____
- 2. Proposed Name of the Organization: _____

- 3. Purpose (Must be specific. Please refer to the current MTC Student Handbook, Student Codes, Section IV, Letter B for further information): _____

- 4. Local or National Affiliation (if any): _____

- 5. Advisor's Name and Phone Number: _____
- 6. Approval of Student Advisory Board Chairperson

Signature Date
- 7. Approval of the Director of Student Life:

Signature Date
- 8. Approval of the Vice President of Student Development Services:

Signature Date
- 9. Approval of MTC President:

Signature Date

It is understood that by submitting this request to organize, the proposed organization agrees to abide by all college policies and procedures and all applicable state and federal laws.

Application submitted by: _____
Signature

MTC ID Number Date

Signatures and name of ten or more students are required to form an organization. All who sign the petition must be Midlands Technical College students (part-time or full-time). Submit these names on the attached form.

PETITION TO ORGANIZE A NEW STUDENT CLUB/ORGANIZATION

By my signature below, I indicate I am a Midlands Technical College student and I agree to support the proposed organization by participating as a member or an officer.

Name (Please Print)	MTC ID Number	Signature
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

OUTLINE OF A CONSTITUTION

PREAMBLE

We, the members of the MTC _____ hereby associate ourselves to (purpose) _____ as of (date) _____.

ARTICLE I – NAME

The name of this organization shall be _____.

ARTICLE II – QUALIFICATION OF OFFICERS

Regularly enrolled students at Midlands Technical College who _____ are eligible to hold an office.

ARTICLE III – ELECTION

Elections shall be held on the _____ (specify day of week, how many days a year, etc.) Voting shall be by secret ballot; a plurality vote shall constitute the choice.

Section 1. The term of office shall be _____.

Section 2. Nominations shall take place _____.

Section 3. Votes shall be counted by _____.

Section 4. Installation of new officers shall take place _____.

ARTICLE IV – DUTIES OF OFFICERS

Section 1. The President shall preside over all meetings and be the official representative of the club. This person shall also _____.

Section 2. The Vice President shall preside at all meetings in the absence of the President, be ex-officio member of all committees, and _____.

Section 3. The duties of the Treasurer shall be to collect dues and keep books, make expenditures and render regular reports on request. This person also _____.

Section 4. The duties of the Secretary shall be to keep records of the meetings, to maintain the membership roster, to take roll call, to handle correspondence, and _____.

ARTICLE VI – CLUB ADVISOR

This group shall have a regular faculty or staff advisor who will attend meetings and advise the club.

ARTICLE VII – MEETINGS AND DUES

Section 1. Meetings shall be held regularly at a time specified by the organization at the opening of a meeting of each semester.

Section 2. Dues in the amount of \$ _____ shall be collected from each regular member each semester (optional).

ARTICLE VIII – ROBERT’S RULES OF ORDER (OPTIONAL)

Robert’s Rules of Order shall be used as a guide by the presiding officer in all situations not covered by provisions of this constitution.

ARTICLE IX – AMENDMENTS

Amendments to this constitution shall be submitted to the presiding officer in writing for submission to the members for a vote. A one-half vote shall suffice for adoption thereof, subject to final approval by the Coordinator of Student Activities.

CLUB / ORGANIZATION ACCOUNT NUMBER REQUEST FORM

To: Student Life

From: _____

Date: _____

The _____ club/organization requests an account number be set up on the college accounting system.

Advisor:

Print

Signature

Phone

Email

Student Life:

Signature

STUDENT ADVISORY

BOARD

Student Advisory Board

Involvement can be the key to collegiate success! Students who are active in extracurricular activities can be more competitive for valuable scholarships and other achievement-based programs. Not only will you gain confidence as you connect with students, faculty and staff, you can also add valuable experience to your resume.

WHAT? The Student Advisory Board (SAB) is the governing board that provides students a voice in College governance, campus concerns, and student affairs. The SAB and its officers operate in conjunction with the Office of Student Life.

WHEN? The SAB convenes once a month on Wednesdays at 4:00 p.m., except where otherwise noted at the end of each semester. Topics for discussion, presentations, and/or other agenda items must be submitted to the Director of Student Life one week prior to the scheduled meeting.

WHERE? Wednesday, September 12, 2007, 4 p.m.
Beltline Student Center SAB Conference Room 108

Wednesday, October 17, 2007, 4 p.m.
Airport Student Center Student Development Services Suite 100

Wednesday, November 14, 2007, 4 p.m.
Beltline Student Center SAB Conference Room 108

Monday, December 3, 2007, 11:00 a.m. – 1:00 p.m.

End-of-Semester Holiday Drop-in

Airport Student Center Commons Room 126

***Student Life Club Fund Proposals Due**

Wednesday, February 13, 2008, 4 p.m.

Beltline Student Center SAB Conference Room 108

***Student Advisory Board 2008-2009 Officer Applications Due**

Wednesday, March 19, 2008, 4 p.m.

Airport Student Center Student Development Services Suite 100

Wednesday, April 9, 2008, 11:00 am – 1:00 p.m.

End-of-Semester Celebration

Beltline Campus

WHO? All clubs and organizations must have a representative present at every meeting, in order to be recognized as an active club and/or organization of the College. Students not affiliated with an organized club and/or organization are encouraged to attend and represent the Campus at-large.

WHY? *Together Everyone Achieves More*

???'s **Contact the Office of Student Life:**

Airport Campus, Student Center Commons-Room 126, 822-3650

Beltline Campus, Student Development Services Suite-Room 101, 738-7651

Beltline Campus, Student Center Commons-Room 201, 738-7860

FREQUENTLY ASKED QUESTIONS

What is the purpose of the SAB?

The purpose of the SAB is to promote student leadership and community service through various student-led clubs and organizations. The SAB has the ability to influence academic and administration policies through the expression of student voice to relevant administrators who attend SAB meetings and/or sponsored events.

How can I become a member of the SAB?

If you are an enrolled MTC student, you are automatically a member of the student government. However, to ensure your voice count, you must become an active and participatory member, as a "Student At-Large."

Every MTC Club and Organization should have a representative attend the monthly SAB meetings. Clubs and Organizations share ideas for leadership and community development, as well as, provide information regarding upcoming events within the individual clubs, on the campus, and in the community.

Is there a fee required to participate in the SAB?

No, a fee is not required to attend and/or participate in SAB activities. However, individual clubs and organizations may access membership dues as outlined in their club/organization constitution.

When and Where does the SAB meet?

The SAB meets once a month on Wednesdays (September-April) at 4 p.m. Meetings alternate between the Airport and Beltline Campuses. Meetings generally last between 45 minutes to 1 hour, dependent upon invited guests, presentations, and SAB updates.

What are some of the activities I can become involved in with the SAB?

Following is a listing of leadership development opportunities. For information on campus happenings, check-out: 2007-2008 Student Planner/Handbook or the Student Life web site: www.midlandstech.edu/studentlife. However, the SAB and the Office of Student Life is always looking for new ideas and suggestions of places to go and/or things to do. The possibilities are unlimited. It's up to YOU!

***LEADERSHIP DEVELOPMENT:**

- **Clemson University Student Leadership Training Conference**
Saturday, October 27, 2007, Clemson University, Hendrix Student Center
- **USC Student Leadership Training Conference,**

Saturday, February 2, 2008, USC Russell House

***COMMUNITY SERVICE INVOLVEMENT:**

The SAB provides numerous opportunities to become involved in the community. Its clubs and organizations are very active. To obtain a list of Community Service Agencies, go online: www.midlandstech.edu/studentlife.

***CAMPUS EVENTS:**

The SAB, in conjunction with the Office of Student Life, plans and implements various activities that contribute to a student's holistic development. To stay abreast of current happenings check-out the 2007-08 Student Planner or the Student Life web site: www.midlandstech.edu/studentlife.

***STANDING COMMITTEES:**

Graduation. The purpose of the Graduation Committee is to plan, monitor, and evaluate annual graduation exercises. **For referral, contact the Office of Student Life.**

Honors. The purpose of the Honors Committee is to develop, monitor, and evaluate college honors criteria, awards, and activities for students, including the annual Honors Ceremony and other Honors related events. **For referral, contact the Office of Student Life.**

Registration. The purpose of the Registration Committee is to develop, implement, and monitor procedures of the college registration process. For referral, contact the Office of Student Life.

Online Services. The purpose of the Online Services Committee is to plan and assist with the implementation of technology initiatives for the college. For referral, contact the Office of Student Life.

Students also serve on **Student Development Services Program Review** committees. Students should contact the Office of Student Life for information if they are interested in serving on program review committees.

Ad Hoc Committees. Some examples of other areas student leaders may be called upon to serve are: Student Grievance Hearings, MTC Commission Meetings, and Richland County Council Meetings, to name a few. **For referral, contact the Office of Student Life.**

Why should I become involved in the SAB?

There are many advantages to becoming involved at MTC. For example:

- *Leadership Development (capitalization on skills and abilities)
- *Personal Development (self-accountability, esteem, responsibility, and worth)
- *Community Development (investment in campus and surrounding areas)
- *Diversity Awareness (new friends, new perspectives, new you)
- *Ownership in your School of Choice
- *Enhance your Resume

Who do I contact if I have additional questions?

- Mary Beth Russell, Program Coordinator, russellm@midlandstech.edu Airport Student Center- Commons Room 126, 822-3650
- Vanessa Brown, Director, brownv@midlandstech.edu Beltline Student Center Student Development Services Suite Room – 101, 738-7651

“Explore the Opportunities for Involvement”
www.midlandstech.edu/studentlife

MIDLANDS TECHNICAL COLLEGE

STUDENT ADVISORY BOARD

CONSTITUTION

Revised August 2007

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PREAMBLE

In order to establish an active Student Advisory Board with the power and the responsibilities to fairly and justly ensure the individual rights of the students; in recognizing the need for unity and the need for an orderly form of government through which the individual voice may be expressed; to promote academic excellence, leadership capabilities and student involvement in the community, we, the students of Midlands Technical College, do hereby approve the following as the constitution of our Student Advisory Board.

SECTION I

ORGANIZATION

ARTICLE I

NAME

The name of this organization shall be the Student Advisory Board (SAB) of Midlands Technical College (MTC).

ARTICLE II

LOGO

The SAB logo is:



The logo can be changed or adapted by the SAB with the approval of the Office of Student Life and Advancement.

ARTICLE III

MASCOT

The mascot of the SAB will be a Mustang.

ARTICLE IV

COLORS

The Colors of this organization shall be maroon and bronze.

ARTICLE V

ADVISORS

The Advisor(s) of the SAB shall be the Director and/or the Program Coordinator of Student Life.

ARTICLE VI

QUORUM

A quorum is defined as the minimum number of members required to be present in order to take a vote on issues brought before the SAB. A quorum shall be required to vote and conduct business at each meeting. A quorum shall consist of one third of the members eligible to vote. If a quorum is present, votes in motion are carried by a simple majority of those voting.

ARTICLE VII

MEETINGS

The meetings of the Midlands Technical College Student Advisory Board will follow standard parliamentary procedure as specified by Robert's Rules of Order.

SAB general meetings will be held on campus monthly. The meetings will occur on the Airport or the Beltline campus alternating months. The SAB Vice President of Public Relations & Communication along with the Advisor(s) will establish and publish dates, times, and locations for all SAB meetings.

In addition to the SAB general meetings the SAB Executive Board will also meet once a month or more if determined necessary by the Advisor(s) or the President.

1. EXECUTIVE BOARD

Executive Board meetings will be scheduled once a month by the SAB Officers under the advisement of the SAB Advisor(s).

2. GENERAL

General meetings will be scheduled once a month by the SAB Officers and the Advisors.

3. SPECIAL

Special meetings of SAB members and/or the Executive Board may be called when deemed necessary.

ARTICLE VIII

FORUM

The general meetings of the SAB shall be open forum.

SECTION II

PURPOSE

ARTICLE I

The purpose of this organization shall be to:

1. Serve the interest of the Midlands Technical College student body, faculty, staff and community. Be the focal point for the affairs of the student body.
2. Provide an official voice for student viewpoints on campus issues.
3. Develop sound leadership skills.
4. Provide for an orderly system of participation in governance of the college through serving on standing committees.
5. Develop and provide fun, educational, and celebratory student activities for the entire student body.

SECTION III

OFFICERS

ARTICLE I

OFFICERS

A. The executive officers of the SAB shall be the:

1. President

- a. The President serves as liaison between the student body and the College's Administration.
- b. Duties:
 - i. Attend MTC Commission Meetings
 - ii. Attend Richland and Lexington County Council Meetings
 - iii. Represent the MTC Student Body and the SAB at official functions

- iv. Preside over the SAB Meetings
 - v. Work with Department Heads to encourage endorsement of SAB meeting participation and designation of Student Representatives from each department
2. Vice President of Programs, Activities, & Community Involvement (VPPA)
 - a. The VPPA is responsible for planning and implementing SAB activities (social, cultural, and recreational events) and community service initiatives to offer the student body a diverse multitude of activities and events.
 - b. Duties:
 - i. Promote SAB Awareness via Informational Booths, etc.
 - ii. Work with the SAB to plan and implement programs and activities
 - iii. Work with the SAB to plan and implement community service initiatives
 3. Vice President of Public Relations & Communication (VPPR)
 - a. The VPPR is responsible for facilitating the free flow of communication between the SAB and MTC students, faculty, and staff. The VPPR also works closely with the VPPA to publicize planned and organized events.
 - b. Duties:
 - i. Develop flyers and other forms of advertisement for SAB meetings, activities, and announcements.
 4. Vice President of Information Technology & Publications (VPT)
 - a. The VPT is responsible for maintaining the technological resources of the SAB to include the web page, email, and the online Pony Express Newspaper
 - b. Duties:
 - i. Maintain and update the SAB web page, post SAB meeting agendas, minutes, and activities flyers online
 - ii. Work with clubs and organizations to coordinate the development of individual club web pages
 - iii. Manage the online Pony Express by working with students, academic programs, faculty, and staff to increase interest and readership of the Pony Express. Work on multiple article submissions per month and utilize the online paper to its highest capability.

B. In addition to the four executive officers the SAB Executive Board includes nine representatives who work with the guidance of their respective executive officers.

1. Reporting to the President

a. Faculty Council Representative (FCR)

- i. The FCR should represent the SAB at Faculty Council meetings and other necessary meetings as determined by the Student Life Office or SAB President. The FCR should attend the COL105 inservice meeting to promote and represent SAB. S/he should also attend Career Program and Arts & Science Council Executive meetings.

2. Reporting to the Vice President of Programs, Activities & Community Involvement

a. Community Involvement Representative (CommIR)

- i. The CommIR will coordinate at least one major event/volunteer experience each semester. The CommIR should also make MTC students, faculty, and staff aware of community involvement opportunities and should work in conjunction with the VPPR and Promotions Representative to promote these events.

b. Health & Wellness Representative (HWR)

- A. The Executive Branch shall consist of the Executive Board defined as the President, the VPPA, the VPPR, and the VPT. As well as the nine appointed SAB Representatives.

ARTICLE II

LEGISLATIVE BRANCH

- A. The Legislative Branch shall consist of the President of, or a representative from, each active club/organization and a representative from each academic discipline. See Section VI, Article II for student club/organization and academic discipline representative qualifications.

SECTION V EXECUTIVE BOARD

ARTICLE I

TERM OF OFFICE

The Executive Board's term of service will be defined by one calendar year from the date the office is resumed.

A student may not hold the same office for more than two consecutive terms without prior approval of the Advisor(s) of the SAB.

ARTICLE II

APPLICATIONS AND QUALIFICATIONS

Applications for the four executive positions (President, VPPA, VPPR, and VPT) will be accepted during the Spring Semester of each year. The advisor(s) for the Board will conduct interviews and select officers based on, but not limited to, experience, communication skills, and leadership ability and/or potential. The four executive positions require that students must have been enrolled for at least one semester prior to application and have a cumulative GPA of 2.5.

Applications for the nine SAB Representative positions will be available through the beginning of each academic year to allow opportunities for new students.

1. Individuals applying for the SAB Executive Board positions must be enrolled in a minimum of two (2) classes in an Associate Degree or Diploma program as described in the current MTC Student Handbook. Exceptions can be made at the discretion of the SAB Advisor(s). (Developmental Studies cannot be used as the total 6 credits)
2. The Executive Board must adhere to all guidelines as set forth by this constitution.
3. All SAB officers must be willing and able to devote the time necessary to fulfill the duties of office.

ARTICLE III

POWERS AND DUTIES OF EXECUTIVE OFFICERS

- A. The **President** will have the power and duty to:
 1. Act on issues presented to SAB.
 2. Call any meeting of the SAB when he/she deems necessary.

3. Act as liaison between the college administration and the SAB.
4. Serve as an ex-officio non-voting member on SAB standing committees.
5. Have veto power over the SAB committees and Representative bodies.
6. Be responsible for execution of the Constitution along with the VPPA, VPPR, VPT, and Advisor(s) to SAB.
7. Attend MTC Commission meetings as an observer.
8. Attend MTC Commission Student College Relations sub-committee meetings and make presentations on activities.
9. Attend and lead SAB Executive Board meetings.
10. Attend and lead the SAB general meetings.
11. Communicate with the Advisor(s) of SAB at least once a week.
12. Represent MTC and the SAB at official functions such as Graduation, Honors Ceremony, and County Council budget hearings.

B. The **Vice President of Activities, Programs & Community Involvement** will have the power and duty to:

1. At the request of and/or absence of the President, preside over the meetings of the SAB Executive Board and/or the general meetings.
2. At the request of and/or absence of the President, act as the official spokesperson of the SAB on issues presented to the SAB.
3. Serve as an ex-officio, non-voting member on SAB non-standing committees.
4. Be responsible for execution of the Constitution along with the President, other Vice Presidents, and Advisor(s).
5. Attend the SAB Executive Board and general meetings.
6. Communicate with the Advisor(s) of the SAB at least once a week.
7. Represent MTC at official functions and College Commission meetings in the absence of the President.

C. The **Vice President of Public Relations and Communication** will have the power and the duty to:

1. Keep the minutes at the SAB Executive Board and general meetings and distribute copies of the same to all SAB members, advisors and appropriate administrative personnel and post on campus based and college electronic bulletin boards within five (5) days of the meeting. Send reminders of meetings and mail minutes to absent members.

2. Maintain the roll at SAB meetings and determine if a quorum exist to conduct business at general meetings.
3. Be responsible for execution of the Constitution along with the President, other Vice Presidents and the Advisor(s) of SAB.
4. Attend SAB Executive Board and general meetings.
5. Communicate with the Advisor(s) of SAB at least once a week.

D. The **Vice President of Information Technology and Publications** will have the power and the duty to:

1. Maintain and suggest new ideas for the SAB webpage.
2. Write a special interest article for the Pony Express at least twice a month.
3. Be responsible for the execution of the Constitution along with the President, other Vice Presidents and the Advisor(s) of the SAB.
4. Attend SAB Executive Board and general meetings.
5. Communicate with the Advisor(s) of the SAB at least once a week.

ARTICLE IV

VACANCIES IN OFFICE

If the President is not able to fulfill the duties of his/ her office then the Vice President of Programs, Activities & Community Involvement (VPPA) shall be asked to assume the office of President. If the VPPA declines the position, then the Advisor(s) will call a special meeting of the SAB to fill the position from among the remaining representatives on the board. A special meeting will also be called to fill the position of all other executive members if positions become available.

SECTION VI LEGISLATIVE BRANCH BOARD MEMBERS

ARTICLE I

TITLE AND TERMS OF OFFICE

The Board members shall serve for a minimum of one year.

ARTICLE II

ELECTIONS AND QUALIFICATIONS

1. Each campus club/organization will select their SAB representative in accordance with their individual club procedures.
2. Representative from each Academic Discipline shall be appointed by their respective department heads.

ARTICLE III

POWERS AND DUTIES OF OFFICE

The powers and duties of a Board Member will be as follows:

1. Must participate in at least two SAB governmental, community or leisure activities each semester to be considered an active representative.
2. Each Board Member can hold only one voting seat on SAB.
3. May override the President's veto with a 2/3 majority vote of those present.
4. May be appointed by the SAB President to serve on a college standing committee.
5. May be excused from no more than one meeting per semester.
6. Must communicate on a regular basis with SAB Advisor(s) and VPPR.

ARTICLE IV VACANCIES IN OFFICE

If a vacancy should occur, it shall be filled through the respective club, or Education Department Head.

SECTION VII IMPEACHMENT

The SAB Executive Board may vote to remove any representative who is proven to have violated the current Midlands Technical College student handbook pertaining to student conduct, or has failed in the performance of his/her duties. The following guidelines must be followed with the expulsion process:

1. Person(s) who request the impeachment must submit in writing to the Advisor, the reason(s) for the request.
2. Upon the receipt of the written request for impeachment the Advisor will notify and make available to the person being charged, the written charges against them.
3. Advisor(s) will arrange an Executive Board meeting to review the request for impeachment. All members must be present at the meeting (including the person being charged). The person being charged must be given a notice of the meeting at least 5 working days prior to the date of the meeting.
4. A secret ballot vote will be taken at the meeting and 2/3 majority vote will be necessary for impeachment proceedings to occur.
5. The recommendation for impeachment will be brought before the Board for a vote. There must be a quorum of 1/3 of the voting membership present. A 2/3 majority vote will be necessary for impeachment.

SECTION VIII COMMITTEES

ARTICLE I STANDING COMMITTEES

1. The SAB Executive Board is presided over by the President of the Board.

**SECTION IX
CLUBS AND ORGANIZATIONS**

ARTICLE I All campus-wide student clubs and organization will be reviewed yearly through the Office of Student Life and the SAB. The SAB will vote with a 1/3 of the voting membership present, on recommendation for approval of any new clubs and organization.

ARTICLE II **REMOVAL OF VOTING PRIVILEGES**
If any club or organization fails to be represented for two (2) consecutive meetings of the SAB (Summer Sessions excluded) without any contact with either the SAB or its Advisor, the board will remove the voting privileges of that club/organization.

Notification will be submitted by the Administrative Representative as follows:

A. First notice is sent to the club representative after the first meeting is missed.

B. Second notice is mailed to the club representative and the club Advisor after the second meeting is missed.

C. Third notice is mailed after the third meeting is missed notifying the club representative and advisor of the action taken and the steps to have the clubs voting reinstated. Exceptions are allowed on a case by case basis by speaking with a SAB advisor.

ARTICLE III In the event that a club or organization wishes to have their voting privileges reinstated, they must attend a minimum of two (2) consecutive regular meetings without voting privileges. At the third meeting the representative of the club or organization may ask the board to reinstate the club's voting privileges.

**SECTION X
AMENDMENTS**

The constitution can be amended only by a 2/3 majority vote of the members present.

STUDENT LIFE

GUIDELINES FOR POSTING MATERIAL ON CAMPUS BULLETIN BOARDS MANAGED BY THE DEPARTMENT OF STUDENT LIFE

1. Individuals who wish to post flyers/notices on bulleting boards managed by the Department of Student Life must receive approval through the Student Life Office on either Campus.
2. Upon approval by designated staff in the Student Life Office, the material will be stamped and prepared for posting.
3. Requests for posting material on Beltline and Airport Campuses can be granted through either Student Life Office: Beltline Student Commons (Room 101) or Airport Student Commons (Room 126).
4. Notices pertaining to intercampus clubs/organizations, student services, or academic information can remain on Student Life boards up to one semester upon request. All other approved material will remain on Bulletin Boards for 2 weeks. However, any flyer promoting an event on a specific date will be removed after the event.
5. Student Life reserves the right to remove any item prior to the designated period based on the timing of a specified event, the size of the material to be posted, and space availability. Student-related events, services, and information will receive priority consideration. See Item 12 and Item 13 concerning posting requests from local businesses.
6. All material promoting or involving gambling, alcohol consumption, drug use, or any other activity prohibited by college regulations or South Carolina law WILL NOT be approved for posting (see Section III entitled Proscribe Conduct, Student Code and Grievance Procedure in the MTC Student Handbook).
7. The maximum size for flyers or posters is 15 X 24 inches. However, exceptions may occur depending on space availability. Consult with the Student Life Office on either campus for verification.
8. Thirty boards are available on the Beltline Campus and fifteen boards are located on Airport Campus. Student Life personnel will post only the number of flyers received, minus one that is maintained for file purposes. Individuals are responsible for making copies of all materials posted.
9. The Student Life Office assumes no responsibility for the security of material posted at any time during display.
10. Flyers are posted once a week and/or as space permits on boards. Student Life Office reserves the right to delay posting of any material in question based on existing posting policies and/or available personnel.
11. The distribution of flyers or other materials must be consistent with orderly assembly as indicated in Section II.B of the Student Code in the MTC Student Handbook. Distribution by means of accosting individuals, shouting, leaving material in stacks in unauthorized areas, or leaving material on cars is strictly prohibited in accordance with the Student Code.
12. The Department of Student Life recognizes the importance of working cooperatively with local business and the community. Businesses that want to offer discounts specific to MTC students can have flyers posted on Student Life bulletin boards upon prior approval. All such materials will be posted by Student Life personnel. However, the posting of promotional flyers for businesses that could otherwise be considered free advertising is prohibited.
13. Repeat listings of approved business flyers are allowed 90 days from the beginning date of the most recent posting. For example: A flyer posted on March 1 can remain on the boards through March 30. As of June 1 (90 days from March 1), the notice can be posted again for a period of thirty days.
14. All notices pertaining to part-time employment should be referred to the Financial Aid Office on either campus for posting on their boards. All information pertaining to full-time employment should be referred to Student Employment Services.
15. All notices pertaining to either full-time or part-time employees should be referred to the Office of Human Resource Management located on the Airport Campus.

For further information call 738-7651 (Beltline Campus) or 822-3650 (Airport Campus)

The Office of Student Life reserves the right to modify the policies outlined in this document at any time in conjunction with the Department of Student Life or the Student Development Services Division.

Currently Active Clubs and Organizations

African-American Student Organization. The purpose of the African-American Student Organization is to expand the channels of communication among students, faculty, staff, and the surrounding community, and improve education about African-American history, culture, and achievements. The Advisors are Ivory Johnson, III, 738-7730 and Tara Houston, 822-3632.

Campus Crusade For Christ. Campus Crusade for Christ has been established to encourage Christian growth and fellowship among students and provide opportunities for dialogue regarding the relevancy of Jesus Christ to the life of students. The Advisors are Noel Caldwell, 788-5259 or 210-7385 & Devin Henson, 738-7878.

Entrepreneurship Club. The purpose of the Entrepreneurship Club is to encourage students, former students, faculty and staff to plan for, create, and operate new businesses. The Club is an opportunity for networking and association with guest speakers from the Business Community. The Club meets monthly and is open to all students, former students, faculty and staff interested in entrepreneurship. Joseph Puett, Advisor, 738-7778, puettj@midlandstech.edu.

International Relations Club. The International Relations Club strives to promote a greater understanding of the global community through discussion groups, cultural presentations, seminars and social events. The club invites students, faculty and staff who are interested in the changing world to participate in club activities. For more information contact the advisor, Janice Jake, 738-7171 and/or visit www.midlandstech.com/irc.

Medical Assisting Club. The purpose of the Medical Assisting Club is to promote awareness of the medical assisting profession on campus, in the Midlands area and in the health care field in general. The group participates in various community activities and conducts fundraisers for local charities. This organization is open to students enrolled in the medical assisting program. Linda Rollison, Advisor, 822-3398.

The Medical Lab Technology Club. The purpose of the MLT Club is to further the opportunities for MLT students to participate in college and community service activities. It is open to all Pre-MLT and MLT students. Mary Breci, Advisor, 822-3557.

Office Systems Technology Club. The office systems technology club provides a vehicle for students and faculty to share ideas and knowledge of OST through extracurricular activities. Marian Nurse, Advisor, 822-3307.

Open Doors. Open Doors is a support group for students with disabilities. The club's objective is to offer extracurricular and educational activities to ensure a smooth transition to college life. For more information contact Counseling & Career Services, 822-3505.

Radiologic Technology Club. The Radiologic Technology Club is committed to promoting the profession of radiology through community service activities, college-sponsored and professional activities. Students enrolled full-time in the program, as well as those on the waiting list for acceptance are eligible for membership. For more information, please contact the advisor, Dr. Bill Mulkey, 822-3482.

Respiratory Care Club. The Respiratory Care Student Club is designed to assist in various community volunteer activities and fund-raisers that enable student to participate in or attend seminars, lectures or meetings to enhance their knowledge in this field. The club is available to all first-and second-year respiratory care students. For more information contact the Respiratory Care Program Director, 822-3433.

Student American Dental Assistants Association. The Student American Dental Assistants Association is designed to advance the career of the dental assistant, introduce the dental assistant to the profession and promote the importance of continuing education in enhancing the quality of dental health care. Maria Marchant, Advisor, 822-3453.

Student Dental Hygiene Association. The Student Dental Hygiene Association was established to increase member awareness of issues that impact the profession and to represent and safeguard the common interests of the members. Furthermore, this club encourages the development of a strong sense of professionalism and community involvement. Elizabeth A. Marchi, Advisor, 822-3455.

Student Human Services Organization. The Student Human Services Organization sponsors forums for lectures and seminars that foster creative approaches to address human service issues. It also provides opportunities for networking and strengthening relationships among Human Services students. Renee Bellamy-Coletrain, 822-3220, & Mary M. Rawls, 822-3353 Advisors.

Student Nurses' Association. The purpose of the MTC Student Nurses' Association is to promote student involvement in nursing. The association sponsors guest speakers on current nursing topics. The

MTC Student Nurses' Association encourages and fosters participation in the National Student Nurses' Association. For more information, please contact the club advisors, Patricia Shaw, 822-3335 and/or Nancy Hudson, 822-6758.

Surgical Technology Club. The purpose of the Surgical Technology Club is to promote student involvement in surgical technology and to enhance its members' knowledge in this field as well as encourage their participation in the National Association of Surgical Technologists. Kathy Patnaude, Advisor, 822-3438.

Technique! As MTC's theater and speech society, Technique! presents staged productions and short performances for special events. The group often presents works that focus on issues that are of concern to other college populations. Helen Kingkade, Advisor, 822-3375.

Honor Organizations

MTC Ambassador Assembly. The Ambassador Assembly is an honor /volunteer organization of outstanding students selected to represent MTC at college and community events. Members are selected on the basis of academic performance and extra-curricular activities. The Advisor is Permelia Luongo, 738-7743. Visit www.midlandstech.com/ambassadors for additional information.

Phi Theta Kappa International Honor Society. Phi Theta Kappa is the only internationally recognized honor society for the two-year college. Associate degree students with 12 credit hours of college-level coursework and an overall GPA of 3.5 or higher are invited to join. For more information contact, Kitty Spires (738-7164), Kim Lander (822-3520), Barbara Church (822-3388) or visit www.midlandstech.edu/ptk.

National Technical Honor Society (NTHS). Midlands Technical College seeks to recognize outstanding students enrolled in Business Technology, Human Services, Nursing, Health Sciences, Industrial Technology or Engineering Technology majors through induction into NTHS. Membership is limited to Career Programs majors who have earned and currently hold a 3.0 GPA in an eligible program of study, have completed at least 12 semester hours of curriculum-only coursework at Midlands Technical College, and have been recommended by a faculty member. For more information about eligibility, application deadlines or applying for membership, interested students may contact advisor, Melissa Price (822-7080) or visit www.midlandstech.edu/nths.