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The following is used for the formation, running, and governing of student clubs at Montgomery College, and is intended to help student leaders and advisor’s function on a daily basis. If you have any questions or concerns, please contact the Office of Student Life.

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# MC Student Life Clubs



Congratulations! We applaud your interest in engaging with Student Life through a club. We have designed this handbook to provide helpful guidelines and useful information. The Office of Student Life looks forward to working with you to find success in your club experience.

## Mission Statement

Being involved in clubs empowers students to actualize personal and social change. We provide intentional learning opportunities that promote individual growth, leadership development, and community engagement. The Club Program will enhance the student experience while developing essential leadership skills for today's students and tomorrow's leaders.

By being involved in our club program, students will:

- Discover their talents, strengths, and potential through the Social Change Model of Leadership
- Be engaged & educate the Montgomery College community
- Develop life skills such as effective planning, communication, organization, time management, critical thinking, reflection, and interpersonal skills
- Have the unique opportunity to attend workshops, conferences, and other activities that will enhance their leadership development and further their skills
- Develop projects with faculty, staff, and fellow students and see their projects come to fruition

## The Office of Student Life

The Office of Student Life is your hub for club resources, services, and support systems. We are open Monday through Friday from 8:30 a.m. - 5:00 p.m.

Campus locations and information below.

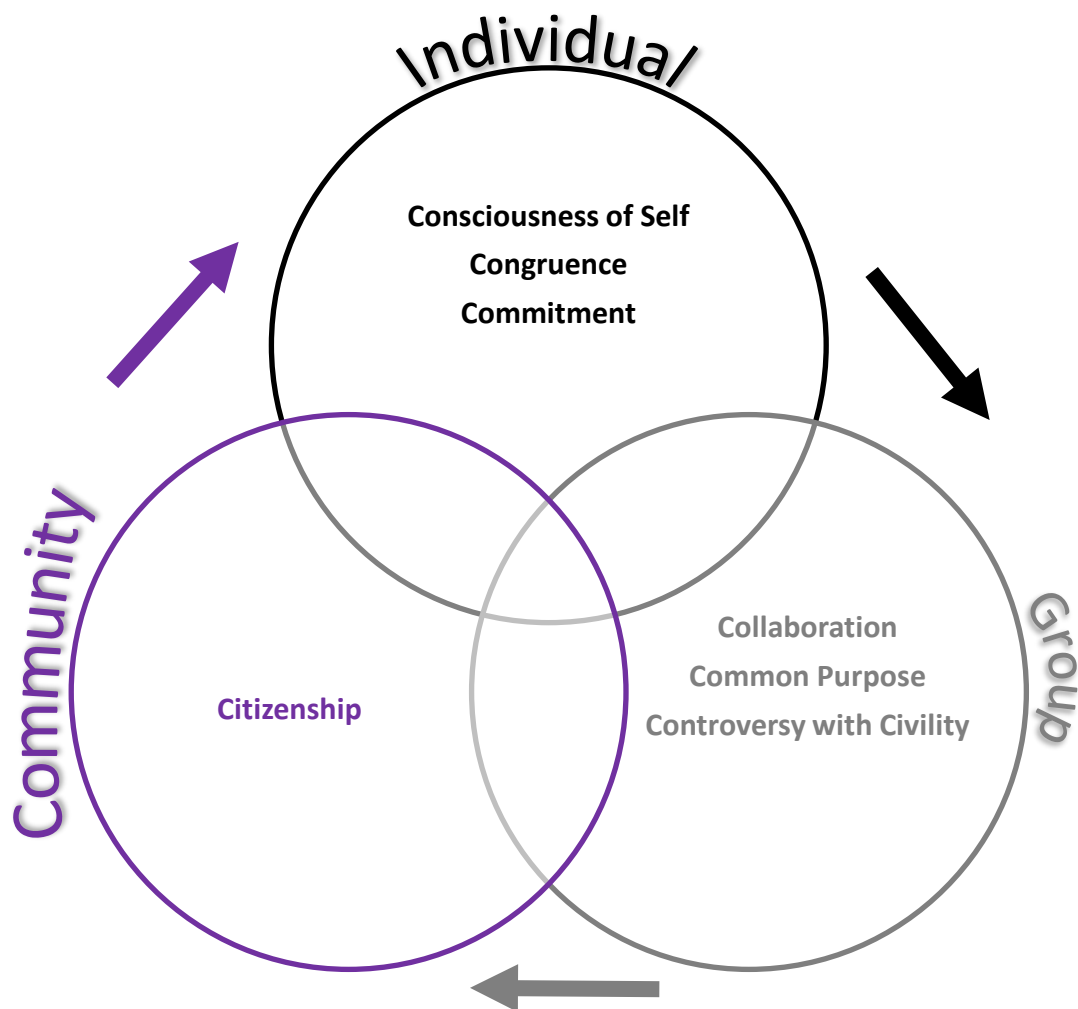
Germantown Campus	Rockville Campus	Takoma Park/Silver Spring Campus
Student Affairs and Science Building (SA) Room 113 <a href="mailto:stlifeg@montgomerycollege.edu">stlifeg@montgomerycollege.edu</a> 240-567-7840	Student Services Building (SV) Room 104a <a href="mailto:stlifer@montgomerycollege.edu">stlifer@montgomerycollege.edu</a> 240-567-5092	Student Services Center (ST) Room 217 <a href="mailto:stlifetpss@montgomerycollege.edu">stlifetpss@montgomerycollege.edu</a> 240-567-1482

# The Social Change Model of Leadership

adopted by the Office of Student Life

The Social Change Model of Leadership Development was created in 1993 by the Higher Education Research Institute of UCLA in an effort to enhance student learning and facilitate positive social change. This model emphasizes the need to understand self and others in an effort to create community change. It is less about the leader and more about the leadership community. The model is inclusive in that it is designed to enhance the development of leadership qualities in all participants – those who hold formal leadership positions as well as those who do not. In this model, leadership is viewed as a process rather than as a position, and the values of equity, social justice, self-knowledge, personal empowerment, collaboration, citizenship, and service are explicitly promoted.

## *Creating Positive Change*



# The Social Change Model and the MC Club Leader

An MC club leader is an agent of change who wants to work with others, either in the leadership or followership role, for the betterment of others and society. The Social Change Model of Student Development focuses on the whole leadership process. The model is also called the Seven C's for Change because it focuses on the following attributes:

- ◆ **Consciousness of Self**—Awareness of the beliefs, values, attitudes, and emotions that motivate one to take action. This is the key to being able to develop consciousness of others.
- ◆ **Congruence**—Thinking, feeling, and behaving with consistency, genuineness, authenticity, and honesty towards others; actions are consistent with most deeply-held beliefs and convictions; interdependent with Consciousness of Self.
- ◆ **Commitment**—The psychic energy that motivates the individual to serve and that drives the collective effort; implies passion, intensity, and duration and is directed toward both the group activity as well as its intended outcomes; requires knowledge of self.
- ◆ **Collaboration**—Working with others in a common effort. It is the cornerstone of the group leadership effort because it empowers self and others through trust.
- ◆ **Common Purpose**— Working with shared aims and values. It facilitates the group's ability to engage in collective analysis of the issues at hand and the task to be undertaken.
- ◆ **Controversy with Civility**—Recognizes two fundamental realities of any creative group effort: that differences in viewpoint are inevitable and that such differences must be aired openly with civility.
- ◆ **Citizenship**— Process whereby the individual and the collaborative group become responsibly connected to the community and society through the leadership experience.

**Change** (\*The Eighth C) - The ability to adapt to environments and situations that are constantly evolving while maintaining the core functions of the group. Change is the value "hub," which gives meaning to the 7 C's and is the ultimate goal of the creative process of leadership – to make a better world and a better society for self and others.

## An MC Club Leader is an Agent of Change!

## How Does the Student Life Specialist Support Clubs?

The Student Life Specialist (SLS) is a dedicated staff member for the club program. Each campus has its own SLS who supports club officers and advisors on their respective campuses. A few of the SLS's responsibilities include, but are not limited to:

- Review and process forms
- Coordinate budget request purchases
- Promote club program communication
- Provide guidance with event planning, activities, and initiatives
- Cultivate leadership development workshops, training, etc.
- Encourage involvement in office, campus, and college-wide events
- Advise advisors with policy and procedures, problem-solving, etc.
- Recruit for unique student leader opportunities i.e., student representation on campus committees, special events, etc.

Best of all, the Student Life Specialist is a sounding board that cultivates your passion into action and encourages your path to becoming an agent of change.



"Never doubt that a small group of thoughtful committed citizens can change the world; indeed, it's the only thing that ever has."

Margaret Mead (1901-1978)

<http://www.interculturalstudies.org/>



## Club Officer Eligibility Requirements

Participating as a club officer is a tremendous learning opportunity for any committed student. Students pursuing a club officer position should consider the following characteristics and tasks for success:

- ◆ Remember you are a student first; academics should be your top priority
- ◆ Serve as a role model for the club members and the MC student body
- ◆ Remember that leadership is a process rather than a position
- ◆ Maintain open lines of communication with members, advisors, and your Student Life Specialist

Eligibility Requirements:

- Enrolled in a minimum of 3 credits, this includes all in-person and Distance-Learning students
- Cumulative 2.00 GPA; exception for first-semester students
- Be an officer for no more than two clubs (*i.e., be president of club A and treasurer for club B*)
- Can only hold one position within the club (*i.e., cannot be president and treasurer simultaneously*)
- Cannot have any current Student Code of Conduct Violations

\*Eligibility may be subject to updates and amendments.



## How to Become an Official Club

### 1) Meet with your campus Student Life Specialist

To verify if a club with the same name or a similar mission/purpose already exists. If so, we will connect you; if not, you can start your own club.

### 2) Identify Four Current Students to Organize the Club

This will include the President, Vice President, Secretary, and Treasurer. See the Club Officer Eligibility Requirements section.

### 3) Identify a Club Advisor(s)

Clubs are responsible for finding an advisor who is a staff or faculty member where the club is established (i.e., if your club is on the Germantown campus, then the advisor must be assigned to work on the Germantown campus) or have a college-wide position)

### 4) Officers and Advisor(s) submit Club Leadership Agreement E-Form, Complete Club Officer Learning Outcomes Questionnaire, Enroll in Blackboard, Review Club Officer/Advisor Training Module PowerPoint, and Take Quiz

- a) Each officer and advisor will submit their information via the Student Life Club Leadership Agreement E-Form link; please contact your campus Student Life Specialist for access.
- b) Next, you will receive an email confirmation of your club officer position. Check your SPAM email folder if you do not receive it.
- c) Then, each officer and advisor must enroll in their campus' Student Life Club Officer/Advisor Blackboard Community. *In your club officer email confirmation will be instructions on how to enroll; once enrolled, please review your designated officer/advisor training module Powerpoint and complete the quiz.*
- d) Finally, you will receive an email confirmation of your quiz results for your records. Check your SPAM email folder if you do not receive it.

### 5) Review and Processing for Official Status

Once all officers and advisors have completed the above steps, your Student Life Specialist will verify your submission and process your club to become official. If an issue arises, the Student Life Specialist will contact the individual(s) directly by your MC email address.

### 6) Official Recognition

After completing all submissions, your club registration will be processed within three to five business days. You will receive an official club recognition email once your club is processed and meets all required criteria.

The deadline is open, but please consult with your campus Student Life Specialist for details and inquiries.

\*Missing any steps(s) may jeopardize your club's ability to become official.

## Recreational Clubs

The Office of Student Life supports recreational clubs whose purpose is not to participate in organized leagues, tournaments, or competitions. However, due to the National Junior College Athletic Association (NJCAA) regulations, the Student Life Specialists must vet all recreational sports-related interest groups. Recreational clubs are not official teams of Montgomery College, are considered a club, and can only be supported by the Office of Student Life.

### **Club Chapter Affiliations**

The Office of Student Life does not recognize or support clubs as a chapter or affiliation due to the complexity of chapter requirements from national or local organizations. Therefore, MC clubs cannot solicit funding from the Office of Student Life for chapter-related activities. For clubs affiliated with national or local organizations, they must contact their Student Life Specialists to discuss their affiliation, which could include legal liability and other issues for the College.

### **Copyrighted Club Names**

The Office of Student Life cannot support club names that are copyrighted or trademarked due to legal liability and other issues for the College. Please see your Student Life Specialist for assistance.

### **Creating Partnerships with Advisors**

All clubs must have a club advisor. You may choose an advisor based on their expertise in a certain field, working relationship with members, or other criteria. Discuss the responsibilities with potential candidates to determine if they are the right fit for your club. A mutual understanding should be reached by both interested parties.

The first thing you should do as a leader is get to know your advisor. Your advisor serves as a resource and mentor, and it's very important to establish a working relationship. Discuss your mutual expectations, goals, needs, and what direction you would like the club to take.

### **A Message to Advisors**

Advising a club is a great way to give back to the Montgomery College community. This is a rewarding experience, as you will have an opportunity to work with students outside of the classroom and outside of the office environment. Student Life approaches these relationships from a wellness model where we encourage our students to adopt a more balanced lifestyle, which includes getting to know faculty and staff outside of the classroom.

Should you ever have any questions, concerns, or need support in your advisor role, please contact your Student Life Specialist.

### **Advisor Roles:**

- Be familiar with the club constitution, history, purpose, and philosophy to provide continuity.
- Meet with club leaders regularly to review goals and objectives and assist in determining the club's activities.
- Encourage members to participate and become actively engaged in activities and the club program.
- Discuss, review, and sign all required paperwork.
- Ensure communication channels have been established i.e., exchange phone numbers, email address, create a listserv, social media, etc.
- Intervene as appropriate when member's actions/proposals are counterproductive to the well-being of the club or the College.
- Inform the Office of Student Life of any situation potentially needing an intervention.
- Serve as the club's chaperone for all on and off-campus activities.
- Assist with leadership transition, event planning, paperwork, and processes.

### **Expectations for Maintaining a Club**

To maintain active club status, please comply with the following:

- Adhere to the club policies, procedures, and updates\*



- Maintain your club registration information by updating any officer or advisor changes within five business days and their replacement within ten business days\*
- Submit the Club Monthly Activity Log, official membership roster, and other undertakings as requested\*
- Establish at least one club meeting per month; meetings must be open to all students\*
- Participate in leadership training, workshops, and activities as requested
- Respond appropriately and in a timely manner to club communications i.e., emails, social media, etc.
- Keep your Student Life Specialist and advisor abreast of all activities\*

\* denotes mandatory items that the club must comply with to remain active and official. Clubs may be required to meet with the Student Life Specialist and/or Director if issues occur.

### The Blackboard Community Management System for Club Leaders and Advisors

Each campus has its own Blackboard Community to meet its needs. Your Student Life Specialist will provide you with access to the Club Blackboard Community, which includes content for club officers and advisors in an electronic format, 24 hours a day. It hosts virtual and digital learning tools, but all revolve around its core component, which is club success.

The format is set up to be open, flexible, and centered on community building, knowledge sharing, and student achievement. The Club Officer Blackboard Community is easy to use and has sections specifically designed for the President, Vice President, Secretary, and Treasurer. Each officer will have the opportunity to learn their roles and responsibilities via their own module.

### Reviewing Your Designated Club Officer Training Modules and Taking the Quiz

Your training module is located in Blackboard and will provide additional information on the expectations, role, responsibilities, and valuable tools and resources. There is also a quiz that will help you master the needs of your position. Below is taken from each officer role training module.

<b>PRESIDENT</b>	<ul style="list-style-type: none"> <li>• Provide supportive leadership for the club</li> <li>• Preside over regularly scheduled meetings</li> <li>• Ensure the planning and promotion of activities proceed in a timely manner</li> <li>• Assist members and officers in the implementation of events</li> <li>• Attend leadership development workshops for student club officers</li> </ul>
<b>VICE PRESIDENT</b>	<ul style="list-style-type: none"> <li>• In the absence of the President, preside over regularly scheduled meetings</li> <li>• Assist the President in responsibilities related to that office</li> <li>• Consult with the President regularly</li> <li>• Demonstrate leadership ability and strong organizational skills</li> <li>• Attend leadership development workshops for student club officers</li> </ul>
<b>SECRETARY</b>	<ul style="list-style-type: none"> <li>• Maintain records and files of official meetings and minutes throughout the year</li> <li>• Maintain official club rosters and meeting sign-in sheet</li> <li>• Coordinate all club correspondence</li> <li>• Submit the Club’s Monthly Activity Log</li> <li>• Attend leadership development workshops for student club officers</li> </ul>
<b>TREASURER</b>	<ul style="list-style-type: none"> <li>• Handle all club financial responsibilities, resources, and paperwork</li> <li>• Learn and follow protocol for accessing club funds through the Budget Panel</li> <li>• Respond to all club funding and budget request inquiries and deadlines</li> <li>• Prepare and present budget requests or prepare a designee</li> <li>• Attend leadership development workshops for student club officers</li> </ul>

### **Setting You Up for Success Through Club Workshops**

There are several opportunities to learn and sharpen your leadership skills by attending our club workshops. Whether you are a new or returning leader, our club workshops offer a great way to meet and network with others, gain confidence in your role, gather new ideas, and learn tips and tricks on how to have a successful club on campus.

The Office of Student Life Club Program offers several workshops throughout the year with relevant, intentional, and helpful topics. The workshop schedule is listed on Blackboard, college-wide Office of Student Life websites, and office social media.

### **Connecting with your Campus Student Government Association (SGA)**

The SGA is the governing body of students whose primary responsibility is to advocate for MC students and act as a voice for the collective student community. Each campus has its own SGA and meeting schedule.

SGA meetings are open to all students and is a great place to learn about services and other inner workings on campus. Your Student Life Specialist will provide additional details for SGA meetings on your campus.

### **The Importance of Attending the Monthly Inter-Club Council Meeting (ICC) - Rockville Campus and Takoma Park/Silver Spring Campus**

The Rockville and TP/SS campus ICC hosts monthly meetings where clubs communicate, socialize, connect, collaborate, and network with like-minded students. It is a supportive learning environment encouraged to inspire and motivate leaders and provide club program and Office of Student Life updates.

### **Accessing Your Club's Meeting Snacks and Refreshments Fund**

Each campus will have the discretion to manage its refreshments budget. See the Student Life Specialist at your campus for guidance on how the campus refreshments will be provided to clubs and organizations.

### **Fundraising Policy**

Fundraising for an outside agency is not permitted unless raising funds for MC student scholarships.

### **Reimbursement Policy**

Clubs must work with your campus Student Life Specialist to complete all budget request forms and proposals, which could include transactions and contracts.

Any purchases made prior to obtaining approval by the budget panel **AND/OR** without the written consent of the Student Life Specialist per the Director/Account Manager of Student Life **ARE NON-REIMBURSEABLE**.

Please contact your Student Life Specialist for assistance, inquiries, or suggestions.

### **Club Catering Services**

Clubs can use the College's designated catering services, Metz, for club catering needs. Please check your Blackboard Community for protocol and menu. Orders must be submitted a minimum of 10 business days before the desired date to ensure services.

### **Potlucks**

Due to health and safety reasons, potlucks are not permitted.

## **Submitting Your Monthly Club Activity Log**

The Office of Student Life has created a monthly club activity log reporting process where clubs will communicate and record activities and events. Logs must be submitted by the first Wednesday of each month detailing what activities/events were held during the previous month. The form is located on Blackboard and needs to be submitted to your Student Life Specialist. If logs are not submitted, the following disciplinary actions against the club will occur:

- First minor infraction is an email reminder to the club leaders and advisor.
- Second infraction is a meeting with the Student Life Specialist.
- Third infraction is a meeting with the Director of Student Life and a follow-up letter to the club outlining the discussion.
- Loss of club leadership may result if actions are not followed and adhered to.

## **How to Request Funding for Your Club Events via Budget Requests**

Clubs can access funding through the budget panel process; see steps below.

- Meet with your Student Life Specialist to review the request
- Submit your budget request via Budget Request E-Form to the budget panel before the deadline
- Budget Panel Chair will communicate your budget panel hearing date
- At the hearing, give a 1-2-minute presentation detailing why your club is asking for funding
- Budget Panel Chairperson will communicate the next steps

## **Overview of the Budget Panel Process**

The Budget Panel Members

The budget panel is comprised of Student Senators, and their role is:

- To review all club budget requests, including forms, supporting documentation, etc.
- To consider a club's budget request presentation
- Provide a recommendation of support or denial to the Director, who will make a final decision

\* If denied, the budget panel will provide feedback.

Budget Panel Schedule

The budget panel meets once per week, excluding holidays and college closings. Please check your Blackboard Community for days/times of budget panel hearings. Please note that submitting a budget does not confirm a hearing because not all submissions are accepted. The budget panel will email the requester a confirmation with a hearing date.

Submission Deadline and Confirmation

Make sure your request has been discussed and approved beforehand by your advisor. Check your Blackboard Community to know when your budget request e-form is due; each campus has its own deadline. It is strongly encouraged that you have your Student Life Specialist review your proposal before your hearing.

## **Helpful Hints**

Recommendations are based on the following:

- Purpose of the event and how it relates to the club's mission
- Influence and benefit to students and college community
- Presenter's knowledge, thoroughness, and accuracy of presentation
- Supporting documentation - an itemized list of expenses, price quote, invoice, etc., of where you got your prices. Screen sharing for viewing is encouraged.

\*Only current students will be able to present to the budget panel.

Please note that each campus has a slightly different process for budget requests because each campus varies in size. ***Maximum allotment for budget requests varies based on on-campus enrollment.***

### **Club Catering Service**

Clubs are required to use Metz, the College's designated catering service, for club catering needs. Please check your Blackboard Community for protocol and online menu. Orders must follow the budget request timeline dates to ensure services. Under certain circumstances, a club may request special permission from Metz to pursue outside catering. If this is needed or for more information, please see your Student Life Specialist.

### **How to Reserve A Club Space On-Campus**

Official clubs can reserve campus space for meetings, events, and other activities. Your Student Life Specialist will advocate for accessing and reserving space (i.e., classrooms, conference rooms, outdoor space, and other available space for club usage). Requirements for reserving space on campus:

- Provide a minimum of five business days advance notice
- List one to three alternative dates (first choice may not be available)
- Meet with your Student Life Specialist if additional services or furniture is needed
- The form requires an advisor's signature to ensure activities and event will be chaperoned(excluding meetings).

### Important reminders:

- Reservations are available Monday-Friday, except on holidays or when the College is officially closed. Reservation requests for Saturday usage will require permission from the Office of Student Life
- A reservation is not confirmed until you have received a confirmation from the Office of Student Life
- Your Student Life Specialist will contact you on the status of your request

\* If a club would like to reserve a room for an event, more than 50% of attendees must be current MC students/club members.

### **Successful Event Planning**

An activity is considered to be any event or program beyond a group's regular meeting which requires more than a simple space reservation, but may include additional furniture, A/V equipment, and/or a large venue. Before planning your event, an officer of the club **must**:

- Discuss event needs with your advisor and then with your Student Life Specialist
- Submit a Campus Space Reservation Form with the advisor's signature
- Confirm that your advisor will chaperone and be present during the entire event
- If funding is needed, please follow the Budget Request process

Please review your Blackboard for tools and resources

### **Protocol for Movie Screening Activities and Copyright Information**

Showing a movie as a club activity may be a fun and relatively straightforward event to plan. However, the Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. This legal requirement applies regardless of whether an admission fee is charged, the institution or organization is commercial or non-profit, or whether a federal or state agency is involved. Non-classroom use of a film/movie at the College requires obtaining a public performance license. This means the club cannot use personal accounts, DVDs or videos, or other streaming services.

The club has two options:

1. *Contact the College's library to see if it is available or if the library can obtain the movie. All movies in the College's library have the public performance license needed for a public movie screening.*

2. The club may work with a third party, i.e., <https://www.swank.com/> or <https://www.criterion.com/>, to obtain a public performance license requiring a fee.

Please work with your Student Life Specialist to clarify this legal requirement and obtain the required license.

### **Disability Support Services Accommodation Statement to be used on all Flyers and Advertisement**

Montgomery College is an equal opportunity educational institution. Please include information about disability support accommodations on publicity items, i.e., social media, posters, flyers, emails, announcements, etc., for meetings, events, and programs. For example, “To request a reasonable accommodation, please contact [val.melgosa@montgomerycollege.edu](mailto:val.melgosa@montgomerycollege.edu) or by phone at 240.567.7181. Requests should be made two weeks in advance of the event.” Make sure to advertise in advance so the Office of Student Life has sufficient time, a two-week minimum, to coordinate with the Disability Support Services Office.

### **Club Campus Posting Guidelines**

Submit your flyer electronically to the Office of Student Life. The following information is imperative and needs to be on your flyer:

- Provide specifics of your event: Title and type of the event
- Date, time, and location, i.e., *Thursdays at 3:00 p.m., Room HS 216, or when a virtual meeting will take place*
- Brief/concise description that includes enough detailed information so the reader understands what you’re communicating and advertising
- Club email address or contact information
- State what campus the meeting/event is being held at (Germantown, Rockville, or Takoma Park/Silver Spring)
- Include your DSS accommodation statement: If you need an accommodation based on a disability, please contact <event coordinator name> by email at <email address> or by phone at <phone> at least two weeks prior to the event.
- Campus flyers should always have the Student Life Logo

Posting flyers and advertisements differs from campus to campus. Please make sure you are posting in a timely manner. Visit the Office of Student Life for posting guidelines and procedures.

### **Club Copy Requests and Services**

- Requests and services are available through your Student Life Specialist. Please reach out to them for details.

### **Club Events with Minors**

A minor at MC is considered anyone under the age of 18 who is not enrolled. This includes:

- member's children
- advisor's children
- minor's as guest

Any club event on campus engaging with minors must obtain approval from the College’s Office of Compliance. The advisor must submit this request, and there is a 30-day minimum advance notice requirement before the event date. Please visit the link for details -

<https://www.montgomerycollege.edu/policies-and-procedures/protection-of-minors/mc-sponsored-events.html>

Once your club has approval from the Office of Compliance, please inform your Student Life Specialist.

### **Removal of Club Officer/Member**

The Office of Student Life encourages students to report behavior that is subject to violation of the Club's Constitution and/or Student Code of Conduct to their designated Student Life Specialist.

Any club officer or general body member can be removed from a club for the following:

- Violating the group's mission, purpose, and constitution
- Failure to fulfill duties as outlined in the constitution
- Engaging in behavior that is in direct opposition to the Constitution or the Student Code of Conduct

The removal process includes:

- The club leader will inform the club advisor and Student Life Specialist of their concern in writing
- The Student Life Specialist will consult the Director of Student Life within one business day
- The advisor and Student Life Specialist will initiate contact and schedule a meeting within three business days with the student leader and members who initiated the concern; and with the student leader or member named in the complaint to gather concerns and feedback
- The advisor and Student Life Specialist will contact all parties involved with a recommendation, and a copy will be sent to the Director of Student Life

\* Dean of Students and/or other college personnel may be involved as needed.

#### **Appeal of Removal of Club Officer/Member**

- If a decision is made to remove a member/officer, they can write an appeal letter to the club advisor and Student Life Specialist within five business days.
- The course of action will be determined case-by-case by the Student Life Specialist and Director of Student Life.

#### **Final Remarks**

Thank you for choosing to get involved in the club program. We hope you find this guide helpful in your journey as a club leader at Montgomery College.

Our club program utilizes the Social Change Model, which emphasizes the need to understand self and others to create community change. This change begins with all of us, and together, we can create an inclusive campus culture and effect change while being MC Strong.

We appreciate your interest, investment, and determination. Have a successful year!

Sincerely,

The Student Life Specialist Team