



# Exceptional Education Extraordinary Outcomes

*Montgomery College  
Club Handbook*



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## Welcome to Your MC Clubs Guide

Congratulations on taking the first step toward enhancing your college experience through club involvement! We are excited about your interest in joining Montgomery College's (MC's) amazing Student Life community, and we look forward to supporting you on this journey.

This handbook is your guide to resources and tools that will help make your club experience both successful and fulfilling while building strong leadership skills along the way! Through our club program, students will have the opportunity to:

- **Explore Talents and Strengths** – Discover and develop your unique skills and interests as you participate in club activities.
- **Engage and Educate** – Take an active role in the Montgomery College community, inspiring and contributing to a culture of learning and growth.
- **Build Life Skills** – Gain valuable skills in planning, communication, organization, time management, critical thinking, reflection, and interpersonal relations.
- **Enhance Leadership** – Access workshops, conferences, and other activities designed to strengthen your leadership abilities and expand your skill set.
- **Collaborate and Create** – Partner with faculty, staff, and fellow students on impactful projects, bringing your ideas to life.

We're excited to see the incredible things you'll accomplish and look forward to an inspiring year ahead! Clubs are all about connection, creativity, and community, and this handbook gives you the tools to succeed.

All clubs follow Montgomery College's Policies and Procedures and the Student Code of Conduct, in addition to all applicable federal, state, and local laws, to keep our community safe. For more information, visit our website at <https://www.montgomerycollege.edu/policies-and-procedures/index.html>.

## Student Life Specialists Contact Information and Location

<b>Germantown Campus</b>	<b>Rockville Campus</b>	<b>Takoma Park/Silver Spring Campus</b>
Student Affairs & Science Building (SA), Room 113	Student Services Building (SV) Room 104A	Student Services Center (ST) Room 217
maria.clark@montgomerycollege.edu 240-567-7840	val.melgosa@montgomerycollege.edu 240-567-5092	mia.price@montgomerycollege.edu 240-567-1482
Maria Clark	Val Melgosa	Mia Price

## Ways the Student Life Specialist Supports Clubs

Each campus has its own Student Life Specialist (SLS) who oversees the club program, which includes supporting club officers and advisors. The SLS's responsibilities include, but are not limited to:

- Reviewing and processing forms
- Coordinating purchases from approved budget requests
- Promoting club program outreach and communication
- Guide event planning, activities, and initiatives
- Providing club workshops and trainings
- Encouraging involvement in office, campus, and college-wide events
- Providing training for club advisors on policy and procedures and student concerns
- Connecting clubs to unique learning opportunities, i.e., student representation on campus committees, special projects, etc.

Most importantly, your Student Life Specialist is your advocate—helping you bring your ideas to life and support you as you develop your leadership skills.

## Club Officer Eligibility Requirements

Serving as a club officer is a valuable leadership experience. Students interested in this role should keep the following in mind:

- Put your academics first—being a student always comes before your officer role.
- Be a positive role model for your club and for the MC community.
- Remember, leadership is about teamwork and growth, not just holding a title.
- Keep communication open with your members, advisors, and Student Life Specialist.

### **Eligibility Requirements**

#### Enrollment

- Enrolled in a minimum of one course that is credit, or a Workforce Development and Continuing Education (WD&CE) noncredit course, which includes in-person and distance learning courses.

#### GPA

- In good academic standing with a cumulative 2.0 or higher GPA.
  - Students enrolled in non-credit or WDCE courses need a passing grade.
- There is an exception for first-semester students since no classes have been completed.

#### Club Involvement

- Serve as an officer for no more than two clubs' college wide.

#### Single Position

- Can only hold a single position within the club.

#### Conduct Standards

- Uphold the Student Code of Conduct – If a student has no current outstanding violations or infractions related to conduct, they are eligible.

## How to Become an Official Club

- 1. Meet with Your Campus Student Life Specialist**  
Start by connecting with your campus SLS to verify if a club with the same name or mission exists. If a club is active, we'll help you get connected. If not, you're on your way to launching your own club!
- 2. Gather Your Leadership Team**  
Form a dedicated team of four current students to take on key roles: President, Vice President, Secretary, and Treasurer.
- 3. Find a Club Advisor**  
Every club must have an advisor who is a faculty or staff member on the campus where the club is hosted and/or has a collegewide position.
- 4. Complete the Necessary Forms and Training**
  - **Submit the Club Leadership Agreement E-Form:** Each officer and advisor should provide their information through the Student Life Club Leadership Agreement E-Form. Contact your campus Student Life office to receive the link.
  - **Receive Confirmation:** After submission, you will receive an email confirming your club officer position and next steps.
- 5. Submission Review and Processing**  
Once all steps have been completed by each officer and advisor, your Student Life Specialist will review your submissions and contact you via your MC email. If any issues arise during the review, you will be notified through your MC email as well.

### **Official Recognition**

Once your club registration is processed, you will receive an official recognition email within five business days. *\*Please note that missing any of these steps could jeopardize your club's official status.*

## Club Anti-Hazing Policy and Procedures

Montgomery College is committed to ensuring the health and safety of all students. Hazing presents a serious risk to the health and safety of students, is against state and federal law, and is strictly prohibited at the College.

This anti-hazing policy applies to conduct that occurs on or off college property between two or more enrolled students who are members of a student organization (e.g., club, group, team), regardless of whether the organization is established or recognized by the College. This policy also applies to college employees and volunteers working with student organizations.

Any member of the College community who becomes aware of a hazing incident must report it as soon as possible. All allegations will be promptly and thoroughly investigated through established procedures.

All students, employees, and volunteers working with student organizations will be educated about this policy. The policy will be included in relevant handbooks (e.g., Student Club Handbook, Student-Athlete Handbook, Coaches Handbook) and included in training for those working with student organizations (e.g., Student Life Specialists, Coaches).

All club officers are required to complete anti-hazing training and should work with their advisor and SLS to educate club members on the Anti-Hazing policy.

If a student activity or organization permits hazing in violation of this policy or other relevant College regulations, penalties may include revocation of the organization's authorization to operate on college property or to function under the college's sanction or recognition.

The full policy is available online at: <https://www.montgomerycollege.edu/documents/policies-and-procedures/42004-anti-hazing.pdf>.

## **Club Social Media Platform Policy and Procedures**

Montgomery College recognizes the importance of club activities involving the use of social media and how it plays a valuable and appropriate role in promoting co-curricular activity, and connecting with the campus community.

The purpose of this policy is to set forth appropriate practices to protect club interests while permitting the use of social media for co-curricular activity.

### **Club account**

Any club that creates social media page(s) or account(s) must submit a Social Media Form and provide all account and login information to both the Club Advisor and the Office of Student Life. Personal accounts should not be used to represent a club. Each club Secretary is responsible for ensuring that official accounts are properly documented.

Once your club is official, your designated Student Life Specialist will provide you with a link to complete the form.

### **Practice**

The information submitted will be used as a resource tool and will be shared when new student leaders emerge. This ensures continuity in access to club account(s) and prevents the creation of multiple accounts for a single club. If there is a change in page(s)/account(s), please submit updated information immediately via the form.

Club leadership is responsible for monitoring content and ensuring compliance with privacy laws, copyright standards, and the Montgomery College Code of Conduct.

## **Recreational Clubs and Affiliation Policies**

### ***Recreational Clubs***

The Office of Student Life proudly supports recreational clubs formed for enjoyment and engagement rather than organized leagues, tournaments, or competitions. Due to regulations from the National Junior College Athletic Association (NJCAA), all recreational sports-related interest groups must be vetted by the Student Life Specialists. It's important to note that these clubs are not considered official teams of Montgomery College and can only receive support from the Office of Student Life in the form of meeting space, guidance from staff, funding for approved activities, and help promoting events.

## ***Club Chapter Affiliations***

At this time, the Office of Student Life does not recognize or support clubs as official chapters or affiliates of national or local organizations due to the complexity of chapter requirements and regulations. Clubs must operate independently and cannot function as extensions of external organizations in any capacity.

## ***Copyrighted Club Names***

The Office of Student Life cannot endorse club names that are copyrighted or trademarked.

## **Advisor Responsibilities - Creating Partnerships with Advisors**

Every club is required to have an advisor, and selecting one should be based on their expertise, rapport with club members, and alignment with club goals. It's essential to discuss the advisor's responsibilities and expectations to ensure a mutual understanding. Building a strong working relationship with your advisor will enhance the club's experience, as they serve as an invaluable resource and mentor. Initiate a conversation to establish your shared expectations, goals, and the direction for your club's journey together.

## **Role of Advisor**

Becoming a club advisor is a great way to give back to the Montgomery College community! This rewarding experience allows you to connect with students outside of the classroom, enriching their college journey. In the Office of Student Life, we embrace a wellness model that encourages students to create balanced lifestyles and build relationships with faculty and staff. As you guide our students, you'll contribute to cultivating a sense of belonging and enhancing connections within our community.

Beyond the required administrative tasks, advisors serve as mentors, role models, and guides for student leaders as they develop leadership, teamwork, and organizational skills.

## **Core Duties**

- Meet regularly with club officers and members
- Review all necessary paperwork (event forms, space request forms, budget requests, etc.).
- Attend any event or activity, either on or off campus, other than a general club meeting.
- Ensure the club adheres to Montgomery College's Policies and Procedures.

## **Mentorship Best Practices**

- Model Professionalism: Demonstrate respect, inclusivity, and ethical decision-making in all interactions.
- Coach: Encourage student leaders to make decisions, solve problems, and take ownership while offering support and perspective.
- Guide: Help officers set goals, manage responsibilities, and reflect on what they learn through their roles.

## **Conflict Management**

- Early intervention: Encourage open communication when disagreements arise among officers or members.
- Neutral facilitation: Help students navigate disputes by focusing on solutions.
- Referral Support: Know when to connect students with campus resources, starting with your Student Life Specialist.

## **Risk Management and Safety**

- Event planning oversight: Ensure that all club events and off campus activities follow College guidelines for safety and liability.
- Awareness of policies: Stay informed about campus regulations, including those regarding travel and student conduct.
- Emergency preparedness: Know procedures for responding to incidents, accidents, or safety concerns during club activities.

## **Advisor as a Partner**

Above all, the advisor's role is to be a supportive partner in the club experience. By balancing mentorship with accountability, advisors help student leaders succeed while ensuring that the club operates responsibly within the College's expectations.

Should you have any questions or need support in your advisor role, don't hesitate to reach out to your Student Life Specialist.

## **Building Success: Expectations and Club Management**

To maintain active club status and create a sense of belonging within the Montgomery College community, please comply with the following:

1. Adhere to club policies, procedures, and updates.
2. Maintain updated club registration information, notifying any officer or advisor of changes within five business days and replacements within ten business days.
3. Maintain updated club registration information.
4. Submit the Club Monthly Activity Log.
5. Establish at least one club meeting per month; meetings must be open to all students, promoting inclusivity.
6. Participate in club workshops and activities.
7. Respond appropriately and promptly to club communications.
8. Keep your Student Life Specialist and advisor informed of all club activities.

## **[Blackboard Community Management System for Club Leaders and Advisors](#)**

Our Club Blackboard Community is tailored to support club success, community-building, and student achievement. It provides 24/7 electronic access to resources and digital learning tools specifically designed for club officers and advisors. This accessible platform offers sections dedicated to each advisor and officer role (President, Vice President, Secretary, Treasurer) with

personalized modules to help officers understand their responsibilities and develop leadership skills.

After your club is officially recognized, you will receive instructions for accessing the Club Blackboard Community.

### Officer Role Responsibilities for Club Success

<b>President</b>	<ul style="list-style-type: none"> <li>• Lead the club with supportive guidance and preside over meetings.</li> <li>• Oversee timely planning and promotion of activities.</li> <li>• Help officers and members implement events effectively.</li> <li>• Participate in leadership development workshops.</li> </ul>
<b>Vice President</b>	<ul style="list-style-type: none"> <li>• Act as President in their absence and support them in various duties.</li> <li>• Maintain consistent communication with the president.</li> <li>• Attend leadership development workshops.</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Record and manage official club documents and meeting minutes.</li> <li>• Manage club rosters, correspondence, and submit the Monthly Activity Log.</li> <li>• Attend leadership workshops for club officers.</li> </ul>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• Manage all financial responsibilities, resources, and paperwork.</li> <li>• Follow protocols for accessing club funds and meet funding deadlines.</li> <li>• Present budget requests and attend leadership development workshops.</li> </ul>

### Club Leadership Workshops: Setting You Up for Success

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.

For specific workshop dates, please contact the Office of Student Life. In addition to campus-based sessions, college-wide virtual workshops are also offered.

### Inter Club Council (ICC)

The Inter Club Council (ICC) is a monthly, open meeting where club representatives come together to collaborate, share information, and support one another. Chaired by your campus SGA Treasurer, the ICC helps clubs plan programs and events, develop leadership skills, and fosters cooperation across the campus. These meetings are a great opportunity to build connections, exchange ideas, and engage with the wider campus community.

Each campus maintains its own ICC meeting schedule. For meeting dates, contact your Student Life Specialist.

## [Accessing Your Club's Monthly Meeting Snacks and Refreshments Budget](#)

Each Office of Student Life manages its snacks and refreshments budget at its discretion. For details on how snacks and refreshments will be provided, please contact your Student Life Specialist.

## [How Connecting with Your Campus Student Government Association \(SGA\) Supports Your Clubs' Initiatives](#)

The Student Government Association (SGA) is the primary student-led body at Montgomery College, serving as the voice of the student population. Its main role is to advocate for students, address their concerns, and facilitate the overall enhancement of the College experience. Each campus has its own SGA, with a dedicated meeting schedule.

SGA meetings are open to all students and serve as a space for students to voice their concerns, collaborate with peers, and actively engage in shaping the campus environment.

The SGA is the formal channel for clubs to propose recommendations, how to move their advocacy efforts forward, and suggested initiatives with proposed campus changes.

Germantown: [SGAGT@montgomerycollege.edu](mailto:SGAGT@montgomerycollege.edu)

Rockville: [SGARV@montgomerycollege.edu](mailto:SGARV@montgomerycollege.edu)

Takoma Park Silver Spring: [SGATPSS@montgomerycollege.edu](mailto:SGATPSS@montgomerycollege.edu)

## [Submitting Your Monthly Club Activity Log](#)

The Office of Student Life encourages all student clubs to submit a monthly club activity log summarizing events and initiatives from the previous month. These logs help us stay connected to the amazing work your club is doing and gives us the opportunity to showcase your accomplishments and also helps your club qualify for end of the year awards.

Instructions on how to submit your activity log are on Blackboard and should be turned in no later than the first Wednesday of each month via Blackboard.

## [Accessing Club Funds and Resources](#)

### ***Fundraising Policy***

Clubs are permitted to raise funds for college-related initiatives, such as student scholarships, but cannot fundraise for external agencies or causes, and all fundraising must be done through the MC Foundation. This policy ensures that the funds generated are used directly for the benefit of MC students. Any fundraising efforts must adhere to this guideline, must be reviewed by the Student Life Specialist, and approved by the MC Foundation Office to ensure compliance with college policies.

To review Montgomery College policy please visit <https://www.montgomerycollege.edu/alumni-friends-donors/foundation/how-to-give/index.html>

## ***Sponsorships***

Clubs are not permitted to receive funding from external organizations for goods and/or services.

## ***Reimbursement Policy***

Clubs are required to work with their advisor to complete budget request forms. Upon approval, all purchases—including contracts—must be processed through the Student Life Specialist.

Any purchase made prior to budget panel approval or without the written authorization of the Student Life Specialist, as directed by the Director/Account Manager of Student Life, is strictly prohibited and will not be reimbursed.

## ***Prize Request Policy***

To ensure equitable use of funds and support inclusive programming, student clubs may request up to \$100 in prizes per event. Prizes must be directly related to the club's event or initiative and align with the mission and values of Montgomery College. All prize requests must be included in the Budget Request Form and approved in advance by the Student Life Specialist. Please note that we cannot purchase gift cards or textbooks. Clubs are encouraged to prioritize meaningful engagement over material incentives and to consider alternative forms of recognition where possible.

## **Club Catering Service and Metz**

For clubs planning events that require catering, there are two options available. While Metz remains the primary catering provider, clubs now have the flexibility to use outside catering, in accordance with the College's procurement policies. This provides a greater variety of food options while ensuring compliance with health and safety standards.

Clubs must submit requests at least five (5) business days in advance, and earlier if the request requires Budget Panel approval or involves a large catering order.

Detailed catering menus, ordering procedures, and guidelines for using outside vendors are available in the Club Officer section of your Blackboard Community. When planning your event, be sure to follow Procurement guidelines and factor in catering timelines to ensure a seamless experience.

## ***Potluck Policy***

Effective leadership involves looking out for and supporting all club members. To maintain a safe and healthy eating environment for all students, the Office of Student Life does not permit potlucks. Also, due to food allergies, safety concerns, and regulations, it is important that all food/snacks/cuisine served at club events be prepared in a licensed kitchen, such as Metz Catering. This practice ensures that all food/snacks/cuisine provided for on and off campus events meets the necessary health and safety standards, protecting the wellbeing of all attendees.

## Funding for Your Club Events via the Budget Panel/Budget Requests

The budget panel is chaired by the SGA Treasurer and includes Student Senators who review club funding requests to ensure they promote student engagement and strengthen the campus community. They do the following:

- **Review Requests:** Evaluate budget forms, supporting documents, and presentations to determine how the proposed event benefits the student body.
- **Provide Recommendations:** Make funding recommendations to the Director of Student Life, who has final approval authority.
- **Offer Feedback:** If a request is denied, provide constructive feedback to help the club improve future submissions.

Clubs may request up to \$500 per event or activity through the budget panel. The panel's role is to ensure that requested funds align with the club's mission before a meeting is scheduled.

### **Budget Panel Schedule**

- The Budget Panel meets weekly. Meeting dates and times vary by campus and can change due to holidays or college closures. Contact your Student Life Specialist for the most up-to-date schedule.

### **Budget Request Process**

#### **1. Meet with Your Club Leaders and Advisor**

Start by meeting with your club and advisor to discuss your event. This ensures your plan is organized, aligns with your club's mission, and has your advisor's support. For events or off-campus outings, your advisor must be present for the entire event. If they are unavailable, they must notify the Student Life Specialist ahead of time and provide the name and contact information of the MC staff or faculty member covering the event. Failure to follow these steps may result in event cancellation.

#### **2. Submit Your Budget Request**

Complete the **Budget Request E-Form** on your campus's Blackboard Community by the specified deadline. Include detailed event information, expected costs, and justification for funding.

#### **3. Hearing Notification**

After submission, the Budget Panel Chair will notify you of your hearing date, where you will present your request.

#### **4. Present Your Request**

At the hearing, you'll have 5–10 minutes to present your funding request. Explain the purpose of your event, expected outcomes, how it benefits the campus community, and how it aligns with your club's mission. Use this time to make a strong case for your event.

#### **5. Follow-Up**

After the hearing, the Budget Panel Chair will communicate the decision and next steps, including whether your funding request was approved, denied, or requires revisions.

## Helpful Tips for Success

Your budget request will be evaluated based on several key factors:

- **Purpose:** Ensure your event aligns with your club's mission and contributes to campus life.
- **Impact:** Explain how the event will positively affect students and the college community. Be prepared to demonstrate its value and importance.
- **Presentation:** The clarity and preparedness of your presentation matter. Practice your pitch to ensure you are concise and clear about why your event deserves funding.
- **Supporting Documentation:** Provide an itemized list of expenses, along with price quotes or invoices. Detailed documentation helps the panel understand your request and ensures transparency.
- **Advisor Approval:** Confirm that your advisor has reviewed and approved your budget request before submission.
- **Check Deadlines:** Each campus has specific submission deadlines—check your Blackboard Community regularly.
- **Confirmation & Hearing Date:** After submission, the Budget Panel will email you confirmation and your hearing date. Be sure to reply and confirm your attendance.
- **Plan Ahead:** Submitting early gives you extra time to address any issues or make necessary adjustments before your hearing.

## Campus Variations

Each campus has a slightly different process for requesting funding, as the number of students and available resources may vary. For example, larger campuses may have different funding limits or require additional steps for larger events. Be sure to check with your Student Life Specialist for campus-specific details.

## How to Reserve Space On-Campus

Clubs can reserve campus spaces—such as classrooms, conference rooms, or outdoor areas—for meetings and events. To do so:

- **Work With Your Advisor:** Discuss the space needed and get your advisor's approval.
- **Submit a Reservation Form:** Complete the MC On-Campus Space Reservation Form at least five days before you plan to start advertising your meeting or event.
- **Advisor Signature Required:** The form must be signed by your advisor before submission.
- **Provide:** Provide 1–3 alternative locations in case your first choice is unavailable.
- **Student Life Check:** Meet with your Student Life Specialist to ensure the space meets your club's needs.

## Important Reminders:

- Campus spaces are available Monday–Friday, excluding holidays and official College closures.
- Weekend reservations require prior approval and the presence of a chaperone.
- Reservations are not confirmed until the Office of Student Life provides confirmation. Your Student Life Specialist will notify you of your request status.

- Clubs may only reserve space on the campus where they are officially recognized.
- To ensure that campus space and resources are primarily used for student-focused activities, more than 50% of attendees at any on-campus club event must be current Montgomery College students or official club members. Exceptions to this guidance may be granted with prior approval from the Office of Student Life.

## Successful Event Planning

Planning a successful club event requires careful coordination and attention to detail. Here are the essential steps to ensure your event goes smoothly:

- **Consult with Your Advisor and Confirm Supervision:** Before you begin, discuss your event needs, such as space, equipment, and staffing, with your advisor. Your advisor must sign the event reservation form to confirm their attendance or to designate an MC professional faculty or staff member to supervise the entire event, ensuring it runs smoothly and meets all college guidelines.
- **Reserve the Space:** Fill out the Campus Space Reservation Form. Your advisor's signature is required. Your Student Life Specialist will help you determine the best location for your event and ensure the space is available.
- **Plan for Funding:** If your event requires funding for supplies, food, or services, follow the Budget Request process.
- **Consider the Event's Impact:** Consider how your event will engage the student body, promote inclusivity, and enhance the campus community. Make sure it aligns with the goals and mission of your club and Montgomery College.

By following these steps, you'll ensure that your event is well-organized, meets all requirements, and provides a valuable experience for the campus community.

## Movie Screening Activities and Copyright Information

While hosting a movie screening as your club activity may be a fun and relatively straightforward event to plan, it is crucial to adhere to the copyright laws that Montgomery College is required to follow.

The Federal Copyright Act (Title 17 of the United States Code) mandates that all movies shown outside of a class/teaching course requires a public performance license. A public performance license grants permission to show copyrighted movies in public settings outside of a private home.

A club movie screening is non-classroom use of a film/movie at Montgomery College and requires obtaining a public performance license. Here is how your club complies with the copyright laws and obtain a public performance license:

1. Visit the College's library to see if the movie wanted is available; or ask 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.

or

2. The club may work with a third party to purchase a public performance license. Student life has worked with these two vendors to purchase a public performance license:

- **Swank Motion Pictures**, <https://www.swank.com/> or
- **Criterion**, <https://www.criterion.com/>

Please visit the vendor webpage to inquire about cost, timeline, and protocol. This option will require the club to use the budget request process.

### **Important Compliance Reminder**

Students and advisors cannot use their personal streaming services, such as Netflix, Hulu, Disney+, etc. or DVDs to show a movie. These services are meant for personal, home use, and do not provide the necessary public performance license required by law.

By following these guidelines, your club ensures that it is legally protecting both itself and the College. Remember, these steps also provide a learning experience in how legal considerations play a role in planning events and understanding this valuable knowledge that can benefit you in your future career or any organization role.

### **Disability Support Services Accommodation Statement for Club Advertisement**

Montgomery College is an equal opportunity educational institution. Club leaders need to ensure all students feel a sense of belonging and support. It is required to include information about disability support accommodations on all club publicity items, i.e., social media, posters, flyers, etc., for meetings and events.

Accommodations services include but are not limited to **communication**, i.e., interpreters, captioning, or accessible communication tools; and **physical access**, i.e., accessible classrooms, elevators, ramps, and/or modified furniture; *etc.*, Include the following accommodation statement on advertisements for events, meetings, etc., listing the appropriate campus Student Life Specialist “To request a reasonable accommodation, please contact your Student Life Specialist. Requests require a ten-business day advance notice to coordinate with the College’s Disability Support Services Office policy.”

Make sure to advertise in advance so the Office of Student Life has sufficient time to coordinate with the Disability Support Services Office.

### **Club Campus Posting Guidelines**

Advertising is essential for clubs to attract new members, increase visibility, and strengthen their presence on campus. Promoting meetings, events, and club initiatives allows clubs to engage with current members, reach a wider audience, and contribute to the Montgomery College community.

### **Advertising Requirements**

- All flyers and postings must be approved by the Office of Student Life.
- Submit electronic flyers to your Student Life Specialist at least five (5) business days before you’d like your flyer posted; hard copies can be picked up in the Office of Student Life.

## Tools for Success

When creating flyers or advertisements, include the following:

- **Event Title, Date, Time, and Location**
  - Example: *MC Bubble Club Monthly Meetings on Thursdays at 3:00 p.m., Germantown Campus, Student Life Building, Room 001*
  - For virtual events: *MC Bubble Club Monthly Virtual Meetings on Thursdays at 3:00 p.m., Zoom link: <https://montgomerycollege.zoom.us>*
- **Clear Description:** Provide a concise, detailed description of the event. Example: *Learn more about the Bubble Club, its mission, and semester events, and meet fellow students and faculty!*
- **Club Name and Contact Information:** Example: *Contact Mr. Bubble, club leader, at [mr.bubble@montgomerycollege.edu](mailto:mr.bubble@montgomerycollege.edu)*
- **Campus Location:** Clearly state the campus where the event or meeting is being held (Germantown, Rockville, or Takoma Park/Silver Spring).
- **DSS Accommodation Statement:** Include the Disability Support Services accommodation statement.
- **Student Life Logo:** Include the logo on all flyers and advertisements. The logo can be downloaded from Blackboard.

## QR Codes

- Clubs may use QR codes
- Registration links may be used to collect student information: first name, last name, and MC email address only

## Noteworthy Pointers

- Submit and post flyers in a timely manner—at least ten (10) business days in advance, including the DSS accommodations statement.
- Be creative with flyers, but ensure all graphics, images, and text are appropriate and aligned with the purpose of the event. Flyers represent both your club and Montgomery College.

## Club Copy Requests and Services

Requests and services are available through your Student Life Specialist. Please contact them for details.

## Minors Attending Club Events

For purposes of this section, a minor at MC is considered anyone under the age of 18 who is not enrolled. This includes:

- Club member's children
- Advisor's Children
- Minors as guests

Any club event on campus that involves minors **not listed above** must receive approval from the College's Office of Compliance. The club advisor is responsible for submitting the request, which must be submitted **at least 30 days before the event**. Please visit the link for additional details. - <https://www.montgomerycollege.edu/policies-and-procedures/protection-of-minors/mc-sponsoredevents.html>.

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

## Removal of Club Officer/Member

### Criteria for Removal

A club officer or general member may be removed from their position or membership if they:

- Fail to fulfill their duties as defined in their position description (if a board member).
- Engage in behavior that violates Montgomery College's Student Code of Conduct or fails to uphold the College's rules, regulations, mission, or values.
- Fail to meet eligibility requirements.
- Participate in conduct such as hazing or any other actions that are contrary to Montgomery College's policies or the club's purpose.

### Removal Process

1. **Reporting Concerns:** If there are concerns about a member's conduct, the club leader must report them in writing to the club advisor and Student Life Specialist.
2. **Consultation and Review:** The Student Life Specialist will consult with the Director of Student Life within one business day to review the concern.
3. **Meeting and Investigation:** Within three business days, a meeting will be scheduled with the club leader, members who raised the concern, and the individual whose behavior is in question to gather information and clarify the situation.
4. **Recommendation:** Following the meeting, the advisor and Student Life Specialist will communicate a recommendation to all parties involved. The Director of Student Life will also receive a copy of the decision.
5. **Involvement of College Personnel:** When necessary, the Dean of Students or other college personnel may be involved to ensure a fair and thorough process.

### Appealing the Removal Decision

- If a member or officer disagrees with the decision, they have five business days to submit an appeal letter to the club advisor and Student Life Specialist.
- Appeals will be reviewed by the Director of Student Life, who will determine the appropriate action on a case-by-case basis.

## Appendix (Forms and Resources)

1. Policies and Procedures
2. Code of Conduct
3. Strategic Plan Alignment

### Appendix 1:

Link to Montgomery College's Policies and Procedures:

<https://www.montgomerycollege.edu/policies-and-procedures/index.html>

### Appendix 2:

Link to Montgomery College's Student Code of Conduct:

<https://www.montgomerycollege.edu/documents/policies-and-procedures/42001-student-code-of-conduct.pdf>

### Appendix 3: Strategic Plan Alignment Overview

While the main body of the Club Handbook focuses on helping students navigate their club experience in a practical and accessible way, it is important to note that the overall structure and goals of the club program align with Montgomery College's Strategic Plan. This alignment ensures that student engagement activities are purposeful, inclusive, and supportive of student development and success.

Strategic Goal	How the Club Program Aligns
<b>Goal 1: Enhance the Student Experience</b>	Club activities offer engaging, student-centered opportunities that foster connection and personal growth.
<b>Goal 2: Cultivate a Sense of Belonging for Everyone at the College</b>	Clubs promote inclusion, leadership, and identity expression while building meaningful relationships.
<b>Goal 3: Enhance Educational and Organizational Effectiveness</b>	Club operations are grounded in structured planning, transparent processes, and leadership development.
<b>Goal 4: Increase Economic Impact for Our Students and Community</b>	Clubs empower students through leadership roles and community engagement that build career readiness and civic responsibility.