



ICT CLUB MEMBER HANDBOOK

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What is a ICT Club ?

A ICT CLUB is a group or organization open to any and all currently enrolled Bates students who share similar interests or purposes in relation for computer studies, applications and careers. These interests may include culture, hobbies, careers, leisure activities or even activities related to current or future professional goals.

Purpose & Benefits of ICT Club

ICT Club are coordinated through UNACU Professional Organisation, and provide the students/members with the opportunity to learn leadership and computer skills, work in diverse computer groups, and form communities around similar interests or goals. UNACU Clubs assist in enhancing social and professional skills by encouraging students to:

- Develop leadership qualities and skills
- Network at a community level
- Feel connected to the IT community
- Work in diverse IT groups
- Establish and refine IT teamwork related skills
- Form lasting relationships

Non- Discrimination Statement

Bates Technical College reaffirms its policy of equal opportunity and does not discriminate on the basis of race, ethnicity, color, creed, religion, national origin, sex, sexual orientation, age, marital status, gender identity, disability, or status as a disabled in programs and activities in accordance with club policy and applicable federal and state statutes and regulations. If you need assistance due to sensory impairment or disability, contact the senior computer services Coordinator. All College/school students are encouraged to join senior compute club. Clubs cannot exclude any Technical College/school student from membership.

College/School Disclaimer

By sanctioning a senior compute club, Technical College/school does not take responsibility for the UNACU Clubs actions or activities. The sanctioning of a senior compute club does not mean that the school/college endorses the UNACU Clubs mission or vision. UNACU Professional Organisation reserves the right to change any procedures or policies that appear in the UNACU Club handbook, without notice.

Club Guidelines

To be recognized as an official ICT CLUB and to receive funding from UNACU Professional Organisation, every ICT CLUB must follow the following guidelines.

1. Maintain currently enrolled student members, including club officers.
2. Submit completed Club Application to the UNACU Professional Organisation.
3. Clubs must participate in Annual ICT Workshops and Computer Competitions.
4. Hold regular club meetings on campus, and keep regular minutes.
5. Must report on club activities once at General Assembly.
6. Must undergo the sanctioning process to become recognized as a club.
7. Club officers and club advisor must schedule a meeting with the school/college Activities to go over club policies, prior to receiving funding.
8. Follow all college policies, procedures and laws of UNACU Professional Organisation.
9. Consider how students and staff will perceive your clubs actions, activities, events and decisions.
10. Never take action based on the intent or motivation to bring harm or have willful disregard to the rights and safety of all whom are part of the community.

Rights of Sanctioned ICT Club

All sanctioned clubs have the right to:

- a Use the name College/school in connection with their own, as long as it complies with college/school policies, procedure, state law, and has been approved by the school/college.
- b Apply for and use funds as outlined in the Financial Code and UNACU Professional Organisation Guidelines.
- c Reserve college/school facilities through their advisor.
- d Post information about their club and events in accordance with UNACU Professional Organisation and college/school wide posting procedures (page 13).

ICT CLUB sanctioning Process

The sanctioning process occurs annually, during the Senior General Assembly meetings/Senior union. Times and Locations can be found at UNACU Professional Organisation.

To be eligible for sanctioning you must adhere to the following steps:

Step 1: Establish a faculty or staff member to serve as your advisor and have complete the attached forms.

Step 2: Gather and maintain at least currently enrolled students who are interested and have them sign in the designated area of the forms.

Step 3: Meet with the members and advisor to develop the club's name, purpose, bylaws and to elect officers.

Step 4: Return the forms to the UNACU Professional Organisation.

Step 5: Your application packet will be reviewed during the next Senior General Assembly meeting and the status of your club will be decided. A representative of your club needs to be present.

Step 6: Schedule a meeting with the club officers(s), club advisor and the school/college administrators to review policies and forms. This is required prior to release of funds.

Step 7: Congratulations! You are now a club.

Clubs must be re-sanctioned annually

If a club wishes to continue if expelled, they must re-apply for sanctioning. Clubs are encouraged to reapply in early July for the next year. Sanctioning will happen at Senior General Assembly.

Expectations of Computer Club Officers

- Maintain open membership to all students of Bates Technical College/school. Membership must be open to all students, without discrimination.
- Notify club advisor and school/college of any changes in club name, meeting times, locations, club leaders and club purpose.
- Attend all club meetings, activities and events.
- Develop and submit a prospective budget.
- Participate in the club fair event.
- Keep records of meetings, minutes, travel and expenditures.
- Ensure club compliance with all applicable rules and regulations.
- Recruit new club members.
- Organize or oversee publicity for club activities.

Expectations of Faculty & Staff Advisors

Advisors play a vital role in ensuring that student involvement within the ICT CLUB is meaningful and productive. The most successful student clubs are those with advisors who take interest in the group. The role of the Advisor is intended to support and help guide the ICT Club

, not make decisions for the club. The Advisor has a dual role in serving the interests of both the club and college. It is essential for the Advisor to be fully aware of their responsibilities.

- I. Understand the Student Government policies outlined within this handbook.
- II. Serve as a resource and guide for the club, helping students find needed
- III. Be aware of the purpose and objectives of the ICT CLUB and attend meetings and events.
- IV. Assist club officers and members in planning activities, programs and budgets.
- V. Reserve college/school facilities and assist with completion of all necessary paperwork.
- VI. Approve all activities and expenditures made by the club.
- VII. Ensure club compliance with all applicable rules and regulations.
- VIII. Attend and supervise all activities the club organizes or sponsors, including conferences, field-trips, on-campus events, or make arrangements for a staff member to attend in your place.
- IX. Ensure students complete conduct and liability forms before off-campus trips.
- X. Be responsible to ensure students are aware of the potential consequences should they violate the Student Code of Rights and Responsibilities.
- XI. Monitor sound financial record keeping and business practices.
- XII. Ensure all purchases are preapproved through UNACU Professional Organisation.

Expectations of UNACU Club Coordinator

Actively advocate for clubs.

Oversee the club chartering process.

Coordinate club fairs.

Club coordinator cannot be an officer of a club.

Assist in the printing of club materials.

Notify clubs when orders are delivered.

Expectations of UNACU Executives

- 1) Act as a liaison between clubs and UNACU Professional Organisation.
- 2) Promote ICT Club , club membership, and club events.
- 3) Assist clubs in the learning the policies and procedures outlined in the club handbook.
- 4) Advise club members on marketing resources, program planning and recruitment strategies.
- 5) Student leaders may not sign as the initial members on club registration forms, or hold officer positions in clubs.

Services & Resources for ICT Club

UNACU Professional Organisation provide the following services and resources to assist club leaders, with Club Activity & Action Form:

Mail

Each club can pick up mail from UNACU Professional Organisation to let purchasing know you are expecting something.

Basic Office Supplies

Basic supplies are available to ICT Club , and can be accessed in the UNACU Professional Organisation.

Copying and Printing

Printing for standard sized club materials is available in the UNACU Professional Organisation.

Copies

Each club may get 20 free pages of copying or printing, and 20 additional per event. Additional pages available on a case by case basis.

Submit the following:

- ✚ Activities and Action form
- ✚ Attach a copy of your document and indicate total # of copies requested
- ✚ Once approved, make your copies in the UNACU Professional Organisation

Prints

Each club may get 20 free pages of copying or printing, and 20 additional per event. Additional pages available on a case by case basis.

Submit the following:

- ✚ Activities and Action form
- ✚ Attach a copy of your document and indicate total # of copies requested Once approved:
- ✚ Log on to a center computer
- ✚ Print your document
- ✚ Then let a center staff person know you are printing club materials, so they can release your print job.

Posters

Each club may get 2 free club posters, and 2 additional per event. Additional posters can be purchased at \$1.50 each.

Activities and Action form

Email an electronic version of your document and indicate total # of posters requested
Diversity Center staff will call you when your posters are printed

Sandwich Boards

Sandwich boards are available to check out for your meetings and events.

Room Reservations

There is no charge to ICT Club for use of Bates Technical College/school conference rooms for meetings and events. Club advisors can reserve rooms by scheduling a meeting request through Outlook. Please advise staff of room reservations and room changes.

Budget Management

All club funds are administered through UNACU Professional Organisation. All spending must be pre-approved by the club advisor. Please see *Spending Club Money* (page 10).

Club Support

UNACU Professional Organisation staff is available to provide club leaders with support in event planning, marketing, club promotion, recruitment and development strategies.

Graphic Design

Graphic design services are available through the UNACU Professional Organisation office on a limited basis. Please inquire with UNACU Professional Organisation staff for availability.

Campus TVs

Clubs are encouraged to post their events, meeting times, and details on the campus TVs' rotating digital signage. Please provide content to the UNACU Professional Organisation center staff.

UNACU Professional Organisation Bulletin Boards

ICT Club are encouraged to post their events, meeting times and details on the UNACU Professional Organisation bulletin boards. Items must be stamped college/school administrator staff prior to being hung. Adhesive tape is not to be used.

Social Media Accounts

Clubs may create Facebook groups and pages. Clubs may also work with UNACU Professional Organisation staff to promote their events on the UNACU Professional Organisation Facebook and college/school Facebook pages.

Club Facebook pages must follow the following guidelines:

1. Must be set up as a Page, not a profile
2. Name must reflect that it's a Bates Technical College/school club
3. Must add CCS international as admin to the page
4. Any page that is not been posted on for 6 months will be taken down by UGANDA NATIONAL ASSOCIATION FOR COMPUTER USERS international staff

Prohibited ICT CLUB Actions

- i. Personally profiting from a club or soliciting from club membership is prohibited.
- ii. Alcoholic beverages at any club sponsored function, including meetings, conferences and events is prohibited.
- iii. No clubs for contact sports will be sanctioned.
- iv. Only currently employed professionals at College/school can be club advisors.

- v. Clubs may not discriminate on the basis of gender identity, sexual orientation, race, ethnicity, abilities, age religion, marital status, or veteran status.
- vi. Clubs may not use funds UNACU Professional Organisation to support fundraising activities for outside organizations.
- vii. Religiously affiliated ICT Club may not use funds from UNACU Professional Organisation for worship.

- viii. Clubs may not use funds from UNACU Professional Organisation to purchase gifts. ix. Holding club meetings during advisor class time is not allowed.

Revoking/Suspending Senior Computer Club Status

UNACU Professional Organisation may revoke, suspend, or deny club recognition status if the club:

1. Does not abide by the School/college student code of conduct, UNACU Professional Organisation bylaws, or policies set forth in this handbook.
2. Commits act(s) of violence.
3. Violates State or Federal law.
4. Does not maintain club stats, as outlined in this handbook.
5. Remains inactive for a year.

Policy/Rule Breaking

1. UNACU Professional Organisation will notify the club president and advisor when there is a violation, and the club will be given 30 days to resolve the problem.
2. If the problem is not resolved within 30 days, the UNACU Professional Organisation executive council will be advised of the problem. Club officers will have the opportunity to attend UNACU Professional Organisation executive meeting to respond.
3. If the problem has not been resolved, then a simple majority vote could result in revoking club sanctioning. The club will be notified within 5 business days. At this time, funds from UNACU Professional Organisation will no longer be available.
4. Any club deemed inactive will remain so for the year and until all rules for an active club have been re-established.
5. Once a club meets the requirements, they must re-apply for club sanctioning.

Club Funding Process

Once a club has been sanctioned at UNACU Professional Organisation general assembly, and completed orientation with school/college administrators, they may request funding as outlined in the club guidelines. These funds are available to support the club activities and events.

- ✦ Clubs sanctioned on UNACU Professional Organisation Annual Assembly will receive access to \$150 for the year for club related activities.
- ✦ Clubs sanctioned after UNACU Professional Organisation Annual Assembly will receive access to \$100 for the year for club related activities.
- ✦ At the end of each fiscal year the unused balance will revert back into the UNACU Professional Organisation Reserve Account.
- ✦ If clubs need additional ASG funding during the year, they must submit a written proposal. This will be voted on during the next UNACU Professional Organisation General Assembly. Please contact UNACU Professional Organisation staff to go over all paperwork and be added to the General Assembly agenda.

All club budgets are state funds and subject to college and state policies. UNACU Professional Organisation has authority over all student funding, financial transactions and accounts. To expedite the use of, and to ensure policies and procedures are adhered to, the manager of student activities has final approval for use of funds and oversees the request process.

Spending Club Money

To request fund, clubs must meet with UNACU Professional Organisation staff to discuss expenditures and fill out appropriate forms. Forms require exact expenditure amounts and the signature of the club advisor and student representative.

- ✦ All expenditures must have the approval of the manager of student activities **before** the money is committed and spent.
- ✦ All forms must be completed by the club advisor.
- ✦ Items purchased with fees from UNACU Professional Organisation are property of UGANDA NATIONAL ASSOCIATION FOR COMPUTER USERS . If a club's status is revoked or the club does not re-sanction, supplies and equipment must be returned to the Student Diversity Center.
- ✦ At the end of the academic year, all supplies must be returned to the UNACU Professional Organisation office.

Purchasing

School/ College uses the following processes for purchasing:

College Credit Card

Small items can be purchased with the college credit card. Only a professional staff member can use the college credit card (staff must first take a purchasing course from WA State, through the finance department. If advisor has not completed this training, Diversity Center staff can purchase for you.) Please have your advisor complete and submit the following forms to Diversity Center staff 3 weeks prior to your event or activity:

- Club Activities and Action Form
- Copy of club minutes indicating approval of purchase
- Credit Card request
- Itemized list from vendor listing exact cost (including tax and shipping)

After Purchase the receipt and credit card must be returned to Finance Office

Staples Advantage

UNACU Professional Organisation staff can purchase office supplies for your club through the schhol/college's Staples Advantage account. There is a \$10 minimum amount to use this service. Please complete and submit the following forms to the UNACU Professional Organisation Staff 3 weeks prior to your event or activity:

- Club Activities and Action Form
- Copy of club minutes indicating approval of purchase
- List of items required

Invoice-Payment Voucher (IPV)

IPV's can be used in advance to pay for conference registration, speakers, performers, or afterwards to pay for speakers on campus, to get reimbursed for purchases you have made and many other things.

1. **Payments for Service (Speakers, Performers)** Submit the following 4 weeks prior to event:

- Club Activities and Action form
- Copy of club minutes indicating approval of purchase
- Completed IPV form indicating Hold Check for Pickup by club advisor
- Completed Vendor Letter
- Completed W-9 form (with original signatures) & Completed Consultant Agreement

Invoice from the performer

2. **For Payments for Local Conference Registration** Submit the following 3 weeks prior to event:

- Club Activities and Action form
- Copy of club minutes indicating approval of purchase
- Completed IPV
- Conference registration indicating exact cost and attendees
- Conference Agenda

Note: Club funds cannot be used to pay for club advisor.

3. **For Payments for Conference Registration Outside of Tacoma**

There are specific guidelines for events that require off campus travel. Please see Travel Procedures (page 14).

Submit the following 3 weeks prior to event:

- Club Activities and Action form
- Travel Authorization for each person
- Signed Assumption of Risk and Release form for each student
- Signed On and Off Campus Conduct form for each student
- Copy of club minutes indicating approval of purchase
- Completed IPV
- Conference registration indicating exact cost and attendees
- Conference Agenda

If seeking reimbursement of expenses (must be preapproved), submit the following by the 10th day of the month after travel:

- Travel Reimbursement form for each person
- All receipts (Hotel, Parking, etc.) signed
- Copy of conference agenda

4. **For Reimbursements After Purchase (Must be preapproved)** Submit the following 3 weeks prior to event or purchase:

- Club Activities and Action form
- Copy of club minutes indicating approval of purchase

Then submit the following within 15 days of purchase:

- Copy of pre-approved Club Activities and Action form
- Completed IPV form
- Receipts with your signature
- Names and signature of students who received the items

Note: EBT funds cannot be used to purchase items

Purchasing Food

Special state law restrictions apply when purchasing food with funds from UNACU Professional Organisation:

1. Buying food is not allowed unless approved by the school/college's Vice President/prefect of Finance.
2. Purchases cannot exceed the [state per diem rate](#).
3. Food can only be consumed by the participating enrolled members.
4. Any leftovers must be offered to other students.

Having food at your event

Paying with a check

Submit the following 3 weeks prior to event:

- Club Activities and Action form
- Light Refreshment Form
-
-
-
-

Meeting Program or Agenda

Copy of club minutes indicating approval of purchase

Invoice from vendor listing exact total cost

IPV indicating Hold Check For Pick Up by club advisor

After event, submit names and signatures of students who attended

Reimbursement after Purchase

Submit the following 3 weeks prior to event or purchase:

- Activities and Action form
- Light Refreshment Form
- Meeting program or agenda
- Copy of club minutes indicating approval of purchase

Then submit the following within 15 days of purchase:

- Copy of preapproved Activities and Action form
- Completed IPV form
- Receipts with your signature
- Names and signature of students who attended

Note: EBT funds cannot be used to purchase items

Celebratory Meals off Campus

Submit the following 3 weeks prior to event or purchase:

- Activities and Action form
- Light Refreshment Form
- Meeting Program or Agenda
- Copy of club minutes indicating approval of purchase

Then submit the following within 15 days of purchase:

- Copy of preapproved Club Activities and Action form
- Completed IPV form
-
-

Receipts with your signature

Names and signature of students who attended

Potlucks

In the case of potlucks, the food policy does not apply. You will not be reimbursed for food provided at a potluck.

Travel Procedures & Conference Funding

There are specific guidelines for events that require off campus travel:

- Club advisors must join students and be present during the entire length of the program, if the trip is outside city limits.
- Students participating in a trip must be in good academic standing.
- Students participating in college sponsored/school trips are subject to all rules and regulations of the student code of conduct.
- Any student violating the student code of conduct while on travel status will be sent home immediately and required to pay all expenses associated with their participation. **For Payments for Conference Registration Outside of Tacoma** Submit the following 3 weeks prior to event:

- Activities and Action form
- Travel Authorization form for each student
- Signed Assumption of Risk and Release form for each student
- Signed On and Off Campus Conduct form for each student
- Copy of club minutes indicating approval of purchase Completed
- IPV
- Conference registration indicating cost and attendees Conference
- Agenda

If seeking reimbursement of expenses (must be preapproved), submit the following by the 10th day of the month after travel:

- Travel Reimbursement form for each person
- All receipts (Hotel, Parking, etc.) signed
-

Copy of conference agenda

Posting Procedures

- i. All materials must be posted in official locations such as bulletin boards.
- ii. These items must be approved by Student Diversity Center staff and date stamped prior to being hung.
- iii. Materials can be posted on walls, bathroom stalls, doors, cars, windows, etc. iv.
Materials must include the following:
 - Title of event
 - Date, time and location of event
 - Club name
 - Cost of admission (if applicable)
 - Bates logo

ASG staff reserve the right to deny the posting or distribution of materials if the information is commercial, obscene, unlawful or contrary to the mission and vision of the college/school.

Club Events

Club events are a great way to promote your club and engage the student body. UNACU Professional Organisation is here to support your club events, please keep UNACU Professional Organisation staff informed of all of your event plans. Expenditures must be preapproved.

Funding

Funding events takes a lot of pre planning. You need to consider supplies, presenters, food and in some cases, insurance. See Club Funding Process (page 10) for the correct process for each request.

Advertise Your Event

Create posters and flyers to advertise your event to the campus community. Design them yourself or the UNACU Professional Organisation Public Relations officer can help you. See printing (page 7) and posting (Page 15). Also consider having your event displayed on the campus TVs.

Room and Space Reservations

Room reservations are free to student led clubs.

1. Chose a room you would like to hold your event and the date and time you would like to have the room reserved for. This time should include set up and clean up.
2. Have your advisor reserve the room through Outlook by sending a meeting request and inviting the room.
3. Be sure to include as much detail about your event as possible, and how you would like the room set up.
4. Your room is not reserved until the request has been accepted by the room moderator.
5. Advise UNACU Professional Organisation staff of room reservations and room changes.
6. Clean up after yourselves.

Food Requests

1. Review the Purchasing Food section of this handbook (Page12). Remember all purchases must be preapproved.
2. Complete Activities and Action form and **all required documentation** as (outlined on page 12) 3 weeks prior to event.

Club Fundraising

Clubs are encouraged to look into fundraising. Clubs can raise money by hosting events at a small cost, or having sales. Fundraising can be a great way to increase participation and awareness about the club, besides raising money.

Fundraising is regulated by the state and the college/school finance department. Prior to fundraising activities, clubs must get approval from the manager of student activities, and include them in fundraising discussions.