

Introduction

Honolulu Community College is committed to providing co-curricular activities that will assist students in the development of leadership skills and community service skills that compliment excellent classroom education. Learning how to use these skills is as important as knowing they exist. Honolulu Community College is committed to teaching students how to work together to achieve as groups the things that cannot be achieved as individuals. Involvement in student organizations provides a lifetime learning experience that builds skills students can use in their emerging role as global citizens.

Rights and Responsibilities of HCC Student Clubs and Organizations

All HCC organizations are expected to comply with their approved and filed Constitution and the guidelines of the College to remain a recognized organization and receive funding from the Associated Students of Honolulu Community College.

Organizations will maintain a current list of officers with the Student Life and Development department and the ASUH-HCC Student Senate Campus Clubs Committee.

Open membership without discrimination to students of HCC is a constitutional requirement for all student organizations.

The Student Life and Development department must be informed of all programs and activities approximately one month prior to the event in order to maintain a master calendar and coordinate and fund events.

Registered organizations have a club mailbox located in the Student Life and Development office. All official notices from the Student Life and Development department, the ASUH-HCC Student Senate and the College, along with any other pertinent notices will be in the organization mailbox. It is the responsibility of the club to check this mailbox regularly to stay up to date and receive essential communications.

At **least one** member is **required** to attend the monthly scheduled meetings held by the ASUH-HCC Campus Clubs Chairperson to deliver a club report of upcoming and previous activities and programs and to receive information concerning upcoming campus wide events, maintenance of paperwork, and any other pertinent policies.

All organizations must comply with the College's Posting Policy, Fundraising Policy, and the ASUH-HCC Constitution. Copies of these documents can be obtained from the Student Life and Development department.

Spending of student activity funds must be in accordance with HCC financial policies, procedures and funding guidelines.

No organization will represent or imply that they speak for or in the name of, HCC and its chartered student organizations.

HCC student organizations are responsible for their actions or obligations; these may include but are not limited to engagement in contracted fee for service activities, entertainment contracts, food and beverage service fees or other related legal and contractual obligations entered into by organizations, elected or representative officers of student organizations or faculty and/or staff advisors of organizations. Responsibility for any actions that violate federal, state, and local laws, or ordinances, and regulations shall be assumed by the individuals committing the violations.

All organizations must maintain adequate documentation of all meetings, members, and attendance. All organizations must also send a copy of future club meeting dates and minutes of each meeting to the Campus Club Chair after each meeting. The documentation may be requested at any time by the Student Life and Development department or the Campus Clubs Chair to verify club officers or events. It is suggested that information is regularly posted to the club web site for public viewing.

Student organization leaders must attend the scheduled Student Leadership Training workshops coordinated by the Student Life and Development Office and the Campus Club Chair.

Organization Privileges

Registered organizations are allowed to use campus facilities and request the use of tables, chairs, or any other needed equipment. The [Application for Use of Buildings, Facilities or Groups form](#) is the document used to request campus facilities. The form can be picked up at the Student Life and Development department and must be submitted two weeks before the desired event.

Registered organizations are allowed to request student activity fee funding for activities and programs from the ASUH-HCC Student Senate.

Registered organizations can receive help from the Student Life and Development department with generating ideas for club activities and problem solving. Organizations can also request training of members and officers, help with technical support, and help publicizing club activities through announcements and posters.

Registered organizations are allowed to use the Student Life Center, Student Senate Office and the Student Life Conference Room for meetings and events. To use these rooms, notification must be made to the Student Life and Development department so scheduled events and meetings do not conflict.

Clubs and organizations also have access to the copier in the Student Life and Development department. Copy orders can be placed with a Student Life staff member.

Completed copy orders will be placed in club/organization mailboxes. Turnaround order time is two days; some orders can be finished on the same day.

The Student Life and Development department has a Conference Room available for club use for meetings or activities. Reservations for club meetings and functions must be made in advance with the Student Life and Development office.

Registered organizations have access to the HCC Student Media Board for advertising or dissemination of information. Ka La student newspaper advertising is encouraged.

The ASUH-HCC Senate chooses Three registered HCC organization to honor at the end of the year for outstanding participation and performance. The chosen organizations will receive \$100 dollars for the club that is in third place, \$200.00 for second place and \$300 dollars for the club in first place. This award is for the clubs to use during the next academic year. Applications and guidelines regarding the award are distributed in April of each year.

Continuing Club & Organization Registration

Student activities at HCC are coordinated through the Student Life and Development department, which will maintain a master calendar of campus and club events. HCC encourages student activities that will enhance the development of and exposure to participation in social, cultural, intellectual, recreational, spiritual, and governance programs. Students have the right to join, organize, and assume responsibility for associations that promote common interest. HCC has a right to protect its properties and requires any group of students desiring to use college property to be registered.

Every continuing organization must reapply for recognition by the third week of every fall semester by submitting a [Student Organization Registration form](#).

Organization membership may be limited to students who are currently enrolled at HCC, and open membership, without discrimination, is practiced. Any organization registering as returning must have at least five currently enrolled active students.

When applying to re-register, all organizations must submit a [Student Organization Annual Financial Statement Form](#) to the Student Life and Development Director if the club maintains its own account. The statement includes the account number and the organization's approved signatures on that account.

Getting Started as a New Student Club or Organization

Organizers of new organizations should create a flyer to notify students when a new club is starting. The flyer should contain the type of organization being created and the date, the time, and the place of the first meeting. Turn in the completed flyer to the Student Life and Development department. The flyer will be stamped with official

approval and hung on the bulletin boards. Do not hang flyers that lack the Student Life and Development stamp; they will be taken down.

Registering an organization requires filling out the [Student Organization Registration Form](#), and submitting it to the Student Life and Development Office.

Any HCC student may organize a club anytime throughout the academic year. Organization membership is limited to students who are currently enrolled at HCC, and open membership, without discrimination, is practiced. Any organization registering as new must have at least five currently enrolled, active students.

Conduct the first meeting. The purpose of this meeting is to gather interested students and begin to share ideas for the new organization. Now is the time to start a membership list and begin to create the club constitution. An organization constitution template is included in this handbook. Exchange e-mails and phone numbers and set a time for the next meeting.

Every campus organization must have a Faculty Advisor. This can be a teacher, counselor, or other staff member. When an advisor has agreed to help your club, they must fill out the Advisor section of the [Student Organization Registration Form](#).

Create another flyer and announce the next meeting. During this meeting, the constitution should be finalized and adopted by vote, an official membership list should be made, and official officers should be elected, the President, Vice President, Secretary, and Treasurer. Once this is done, the [Student Organization Registration Form](#) can be completed. From this meeting onward, regular attendance and minutes must be recorded.

The minutes and attendance sheets from the first meeting, the [Student Organization Registration Form](#), and the organizational constitution should be turned into the Student Life and Development department. After the Student Life and Development department has all the required club documents, the organization's name will be forwarded to Student Senate for official recognition as an ASUH-HCC campus organization and will be eligible to receive funding from the Senate as well as rights to facility use and services throughout the campus.

HCC Student Organization Advisors

Every registered organization is required to have at least one faculty or staff advisor. The advisor plays a key role in assisting the organization to establish and conduct a program of activities. Advisors must complete the Advisor section on the [Student Organization Registration Form](#).

Maintenance of at least one faculty or staff advisor for assistance and advising is mandatory. The responsibilities of an organization advisor are varied.

The Director of Student Life and Development will host an annual Student Organization Advisor training session. Advisors are expected to make every effort to attend. If unable to attend, they should schedule a meeting with the Student Life Director to review the responsibilities of the Advisor.

The advisor should reserve an appointment with the President or Chair before each meeting and help prepare the agenda.

Organization advisors are expected to assist with the formulation and/or revision of the student organization's Constitution and Bylaws, and help make sure the group does not violate either their own or the ASUH-HCC Constitution.

Student organizations may need assistance in proper scheduling of meetings for the club. Advisors serve as a resource person at organization meetings on a regular basis and should attend general and executive meetings, speaking up during discussion when possessing relevant information or advice that will help the group. This includes being familiar with and explaining College policy when relevant to the discussion.

At one general meeting a year, the advisor should explain College policies affecting the organization's programs and activities. This requires the advisor to be familiar with the College policies affecting the activities of registered student organizations.

Advisors should assist and advise the students in planning, implementing, and evaluating the programs and activities consistent with its purpose. Advisors should also assist with the development, training and orientation of new club members.

Advisors work with the officers of the organization to maintain accurate records of finances, programs, and activities in order to promote organizational documentation and efficiency. Included in this is receiving official copies of all documentation.

If questions or problems arise, the advisor should consult with the Director of Student Life and Development for additional information or help.

The advisor is needed to represent the group in any conflicts with members of the College staff or faculty.

Advisors should be custodian of all organization records during the summer and between the changeovers of officers if the organization does not use Club Office provided by the Student Life and Development department.

The advisor should inform the organization's leadership if they are not going to return as advisor so there is adequate time for the organization to recruit another advisor.

Organization Funding & Fundraising

HCC student organization funds are derived from student activities fees and are available for registered organization use. Student activities fees provide enrichment during the academic year and registered HCC organizations are asked to promote student participation and learning by providing various experiences. The ASUH-HCC Senate will allot the amount of funds to be dispersed.

The [Request for Funding](#), form S-15, must be filled out to request funds for the clubs. The forms can be picked up at the Student Life and Development department, and submitted to either the SLD Director or the Campus Clubs Committee Chair to be approved by the Senate. An example of this form is included in the handbook.

All new and continuing HCC student organizations are eligible for a \$100.00 start up fund at the beginning of the academic year. Organizations are encouraged to request this funding early in the year. These funds will be allocated and a purchase order will be issued on behalf of the organization to the vendor of their choice. Start up funds will not be disbursed directly to the requesting organization. Clubs who do not send a club Senator to the scheduled Senate meetings may not request funding. Club Senators may only be excused once per semester from a Senate meeting in order to receive funds from Senate. Clubs must also send a club representative to the monthly Campus Clubs Committee meeting, but attendance is not required to receive funding from the Senate. No other exceptions!!

All organizations must fill out and submit a [Request for Funding](#), form S-15, to request additional funds for special programs or activities. A [Special Event Budget Estimation Worksheet](#), form S-16 must accompany all requests for special event funding. Examples of both forms are included in this handbook. It is recommended that the organization request the funds thirty days prior to when the funds are desired by submitting the form to the ASUH-HCC Senate for approval during a scheduled Senate meeting. Special funding will be in the form of a purchase order issued to the organization's vendor of choice. Funds will not be disbursed directly to organizations.

Registered organizations must fill out the Assumption of Risk and Release from Liability, form S-13 when planning any large event or program to remove liability from the College. This form may also apply to other club activities and individual participation in club events. Check with the Student Life and Development department for clarification regarding liability and risk. An example of this form is included in this handbook.

Request for funds are approved according to the following criteria:

- The organization is recognized and in good standing.
- The number of times the organization has requested funds previously during the semester
- Merit of proposal relative to other proposals under review.
- Availability of funds

- How much the organization has contributed to building the HCC campus community.
- The proportion of the club's own efforts to fundraise.

Fund requests may be approved, adjusted, partially funded or denied.

The ASUH-HCC Student Senate carries undesignated funds forward annually as surplus funds.

Registered organizations are allowed to fundraise. Before a fundraising event takes place, the club must fill out the [Application for Fundraising Event](#), form S-18, and submit it to the Student Life and Development department. This form gets approval from the Director of Administrative Services of the College for fundraising events. An example of this form is included in this handbook.

Within ten days of the conclusion of the fundraising event, the [Fundraising Event Income and Expense](#), form S-19, must be filled out and submitted. An example of this form is included in this handbook.

The organization's financial records can be subject to a fiscal audit upon the request and direction of the Director of Student Life and Development and/or the ASUH-HCC Senate Business Manager.

Any fundraiser which involves the preparation and sale of food not supplied by HCC's food service contractor, requires clearance and approval from the Sanitation Branch, Environmental Health Division of the State Department of Health, or a certified food provider.

The organization's representatives are responsible and accountable for all aspects of the fund-raiser, including any problems that result from or are related to this activity. This may include but is not limited to product fraud or problems from the sale of merchandise; refunding money in the event of a program misrepresentation or cancellation; legal responsibility for any raffle conducted; and any other customer/consumer problems. Occurrences such as these are not taken lightly within the University system.

Representatives of the organization, including the organization's advisor, must be involved in the planning, development, carrying out and follow-through of the fundraising event.

In all phases of carrying out the fundraising event, federal, state, and local laws regarding food preparation, taxes, etc. will be complied with.

Honolulu Community College and its chartered student organizations (CSO's) reserve the right not to allow use of its facilities or funds. These reasons include but are not limited to the following: inappropriate use, past abuses, health and safety factors,

potential property damages, public and/or college nuisances, lack of space, energy conservation, lack of utilities, lack of security, lack of custodial services, lack of proper planning and approvals and potential injury.

Tax Exempt Organizational Status & General Excise Tax Information

It is possible to apply for tax-exempt status as an HCC Student Club. The IRS tax code reads as follows:

Student clubs and societies may qualify for exemption under IRC 501(c)(3) if they serve exclusively educational purposes, even if they offer incidental social or recreational activities.

- 1. The educational purposes of a student club or society that qualifies under IRC 501(c)(3) is reflected by the nature of its programs, the incidental character of its recreational and social activities, and the criteria by which it selects its membership.*
- 2. The mere limiting of availability of a program to a relatively small membership of a restricted class in the manner described in Rev. Rul. 56-403, 1956-2 C.B. 307, will not preclude exemption for an otherwise qualified student organization.*

In contrast, as set out in Rev. Rul. 73-439, 1973-2 C.B. 176, a student club or society is not educational if its activities, membership criteria, or other operational aspects reflect purposes that are not exclusively educational.

To apply for recognition as a 501(c)(3) organization, a Form 1024 must be filed with the IRS. The process is lengthy and requires detailed documentation from your organization. The process also requires a monetary payment in excess of \$150.00.

The State of Hawaii adopted the federal provisions of the IRS Code section 501, except for IRC section 501(c)(12), (15), and (16). If the IRS issues a determination letter granting the organization exemption from federal income taxes, the organization is also exempt from Hawaii income taxes.

However, the organization may not be exempt from paying general excise taxes on unrelated business taxable income. The Tax Information Release, No. 91-4 from the State of Hawaii Department of Taxation reads:

The nonprofit organization will be subject to Hawaii income tax on any unrelated business taxable income under Section 235-2.4(f), Hawaii Revised Statutes. Form N-70NP, Exempt Organization Business Income Tax Return, should be filed for each taxable year that the organization has gross income of \$1,000 or more included in computing unrelated business taxable income.

In order to obtain an exemption from the payment of general excise taxes, the nonprofit organization must file Form G-6, Application for Exemption from the Payment of General Excise Taxes with the Hawaii Department of Taxation. A one-time \$20 registration fee must be paid with Form G-6. The approval for exemption from the payment of general excise taxes does not apply to the gross income derived from any activity the primary purpose of which is to produce income even though such income is to be used for or in furtherance of the exempt purposes or activities of the organization. Consequently, gross income received from the conduct of any fundraising activity is subject to the general excise tax.

The Student Life and Development office requires that copies of all documents filed with the IRS or the State of Hawaii Department of Taxation be submitted by April 30 of the filing year. These documents will be kept on file in the Student Life and Development department for a period of 5 years.

Charter Student Organizations & Campus Community Building

There are three recognized and chartered student organizations at Honolulu Community College. They are the ASUH-HCC Student Senate, the Student Media Board and the Campus Activities Board.

It is the mission of the Honolulu Community College Student Life and Development department to create a vibrant and active campus community. The vision of that community is a group of individuals engaged in social interaction, possessing common interests and goals, and who show concern for and are sensitive to the needs of other members. More specifically, a community transmits common goals and values. It fosters the ability to achieve deeper, more intimate relationships with people, frees interpersonal relationships, and increases self-acceptance and acceptance of others. A solid campus community aids in shaping and developing a sense of personal integrity and ethics, shapes attitudes and values, and modifies human behavior in a positive direction.

Activities and involvement in student organizations, clubs and activities play an invaluable role in the development of our campus community. Invite and encourage students to join your group and share your organization and personal cultures. Encourage students to start new groups and explore new ideas. Support each other by attending events and volunteering with community projects. Use all campus resources available to your group and work to build community with each event and activity.

Illicit Drug & Alcohol Policy

Copies of policies governing the possession, consumption, serving and sale of illicit drugs and alcohol on the University of Hawai'i, Honolulu Community College campus

are available in the Student Health Office and the Office of the Dean of Student Services of Honolulu Community College.

Campus-sponsored activities on campus that involve either the serving or welling of alcoholic beverages must be in compliance with applicable College/University policies and State laws and must be approved by the Chancellor in advance.

This Official Notice, by the University of Hawai'i Office of the President, is issued pursuant to the requirements of the federal Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988.

In conformance with the existing law, University faculty, staff and students are not permitted to manufacture, distribute, possess, use, dispense or be under the influence of illegal drugs and/or alcohol as prohibited by State and Federal law, at University-sponsored or approved events or on University property or in buildings used by the University for education, research or recreational programs. Consistent with its mission, the University will cooperate with law enforcement agencies responsible for enforcing laws related to the use of illegal drugs and alcohol. Students found in violation of this part shall be subject to the provisions of the student conduct code. Faculty and staff found in violation of this part are subject to disciplinary action as provided in collective bargaining agreements, University policy, and other applicable State laws and rules.

The University recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Students, faculty and staff members with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling and prevention services. The University will not excuse misconduct by employees and students whose judgment is impaired due to substance abuse.

State law regulates the purchase, possession or consumption of alcoholic beverages. Students are expected to know and abide by state law and by University rules and regulations governing the use and consumption of alcoholic beverages on campus. Students are referred to Board of Regents policy, executive policies and campus guidelines regulating the use and consumption of alcoholic beverages on campus.

Students are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs, as prohibited by state law, at University-sponsored or approved events, on University property or in buildings used by the University for its educational or recreational programs. Reasonable suspicion of possession or use of illegal drugs and substances on campus may subject the students involved to investigation.

Sanctions that may be imposed on violators of the alcohol and drug related sections of the Student Conduct Code include disciplinary warning, probation, suspension, expulsion or rescission of grades or degree. Copies of the full text of the Code and the Hawai'i Penal Code are available in the Office of the Dean of Student Services.

Campus-sponsored activities on campus that involve either the serving or selling of alcoholic beverages must be in compliance with applicable College/University policies and State law.

APPENDIX - Forms

All forms are in PDF format. [Download the free Adobe Acrobat Reader.](#)

- [Application for Use of Buildings, Facilities, or Groups Form](#)
- [ASUH-HCC Application for Fundraising Event, Form S-18](#)
- ASUH-HCC Assumption of Risk and Release from Liability, Form S-13
- [ASUH-HCC Fundraising Event Income and Expense, Form S-19](#)
- [ASUH-HCC Request for Funding, Form S-15](#)
- [ASUH-HCC Special Event Budget Estimation Worksheet, Form S-16](#)
- [ASUH-HCC Duplication & Posting Request, Form S-20](#)
- [ASUH-HCC Notification of Meeting, Form S-11](#)
- [ASUH-HCC Senate Purchase Request, Form S-14](#)
- Student Life and Development Poster Request Form
- [Student Organization Annual Financial Statement Form](#)
- Student Organization Constitution Example
- [Student Organization Registration Form](#)