

# STUDENT CLUBS AND ORGANIZATIONS HANDBOOK

Delta College – BEDI Office



## Table of Contents

1. **Introduction**
2. **Requirements & Registration**
  - Definition of a Student Organization
  - New Organization Registration
  - Renewal for Existing Organizations
3. **Campus Advisory Board (CAB)**
  - Membership and Participation
  - Meeting Requirements
  - Funding Eligibility
4. **Advisors**
  - Advisor Requirements
  - Responsibilities of Advisors
5. **Registration Privileges**
  - Club Rights and Access
  - Conditions for Maintaining Good Standing
6. **Denial of Registration**
  - Grounds for Denial
  - Appeals Process
7. **Termination of Registration**
  - Grounds for Termination
8. **Club and Organization Responsibilities and Operations**
  - Responsibilities to the Advisor
  - Meetings
  - Student Leadership Responsibilities
  - Display Tables
  - Facility Reservations
  - Planning Service Projects and Activities
  - Publicity
  - Organizational and Personal Liability
9. **Travel Procedures**
  - Vehicle Use
  - Overnight and Out-of-District Travel
  - Guest Approval
10. **Fundraising**
  - Approved Methods
  - Guidelines and Restrictions
  - Foundation Office Coordination
  - Programs Coordinated Through the Foundation
11. **Financial Requirements**
  - Purpose
  - Account Setup and Maintenance

- Financial Responsibilities
- Deposit Procedures
- 12. **Contact Information**
  - BEDI Office Details
  - Submission of Feedback and Suggested Changes.

## **INTRODUCTION:**

Delta College offers a wide range of co-curricular opportunities, including registered student clubs and organizations that provide leadership development, personal growth, and community engagement. These groups complement academic learning by fostering involvement beyond the classroom.

The BEDI Office advises student organizations and promotes inclusive and impactful programming. This handbook outlines the structure, policies, and procedures for forming and maintaining student organizations and supplements the College Catalog. It is available in the student portal.

Students and advisors are expected to familiarize themselves with the handbook and operate accordingly. Questions not addressed here should be directed to the BEDI Office. A current list of registered student clubs, including descriptions and contacts, is also available on Inside Delta.

The BEDI Office may share the name, email address, and office number of an organization's advisor, as well as the names and email addresses of club leaders, except where prohibited by law. Registration of a club does not imply college endorsement of its views.

Feedback or suggested changes to this handbook are welcome and may be submitted to:

**BEDI Office**  
Room A-003  
(989) 686-9121

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## REQUIREMENTS & REGISTRATION:

**Definition of a Student Organization:** Any currently enrolled Delta College student registered in at least one credit hour (typically in fall and/or winter semesters) may form a student organization. Requirements:

1. Minimum of three currently enrolled students
2. One full-time Delta College faculty or staff advisor
3. Written mission and purpose

### New Organization Registration

New student organizations must register upon formation. They must fulfill a unique need not addressed by existing groups and contribute to student development and community engagement.

To register, click on this link: [Club Registration/Update Form](#) to submit the Club/Organization Registration and Update Form

### Renewal for Existing Organizations

All organizations must renew registration each year by clicking on this link: [Club Registration/Update Form](#) to update the Registration and Update Form with a current membership list.

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## CAMPUS ADVISORY BOARD (CAB):

All registered organizations are members of the Campus Advisory Board (CAB), which serves as a platform for addressing student organization-related issues and concerns, making budgeting decisions, and creating opportunities for students to engage together in numerous programs and activities around the campus.

Each club must register annually. Participation in CAB meetings, service projects, and fundraising is required for eligibility for CAB funding. Student clubs/organizations that do not need CAB funding are not required to participate in fundraising or service projects. New organizations must complete a probationary semester—participating in fundraising and service—before requesting funds.

CAB meeting dates are shared via email each semester. Each organization must send one representative to each meeting, if there is no one available a representative must reach out to the Coordinator of BEDI. Advisors are encouraged but not required to attend and do not vote.

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## **ADVISORS:**

**Requirements:** Each organization must have at least one full-time faculty or staff advisor. A part-time faculty or staff member may co-advise, but one full-time advisor is required. At least one advisor must attend all events off campus.

## **Responsibilities:**

1. Support students in meaningful engagement and ensure alignment with college policies.
  2. Maintain familiarity with club goals, and relevant documents including constitution/bylaws if applicable, and regularly review financial standing.
  3. Ensure club officers understand College policies and guide organizational planning and leadership development.
  4. Approve all expenditures and assist with financial management.
  5. Be present at all off-campus events (not required at regular meetings).
  6. Submit all financial documents promptly to the Coordinator of BEDI.
  7. Notify the club and Coordinator of BEDI within two weeks of resignation.
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## **REGISTRATION PRIVILEGES:**

Registered organizations enjoy the following privileges:

- Access to College facilities and audiovisual equipment (with prior request through the BEDI Office)
- Ability to host fundraisers (with approval from the Coordinator of BEDI)
- Eligibility for CAB membership and funding
- Inclusion in the campus Club Directory and participation in club fairs
- Permission to advertise events via flyers and approved campus locations

To remain in good standing and eligible for funding, clubs must:

- Maintain current contact information
- Attend all CAB meetings
- Complete at least two service projects and two fundraisers annually to be eligible for CAB funding

Funding requests must be submitted to the Coordinator of BEDI at least one week before the Campus Advisory Board meeting. CAB funds do not cover travel, lodging, or food.

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## **DENIAL OF REGISTRATION:**

Registration may be denied if:

- Information is incomplete, false, or missing
- The organization duplicates an existing club
- The organization is under sanction or suspension
- The organization has unresolved financial obligations
- CAB votes to deny registration based on misalignment with the College's mission and values
- No full-time advisor is available

Appeals may be submitted first to the Coordinator of BEDI, then to the Director of BEDI.

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## **TERMINATION OF REGISTRATION:**

An organization's registration may be terminated for:

- Voluntary dissolution
  - Failure to renew registration or attend CAB meetings
  - Incomplete fundraising/service obligations
  - Violation of College policies or this handbook
  - Misrepresentation of the College
  - Revocation by a national parent organization
  - Student conduct violations (see Board Policy 10.011) <https://employees.delta.edu/board-approved-policies/10.011.html>
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## **CLUB AND ORGANIZATION RESPONSIBILITIES AND OPERATIONS:**

Responsibilities to the Advisor: Club officers must regularly communicate with their Advisor, involving them in scheduling meetings and events. Officers should consult with the CAB Advisor, Coordinator of BEDI, before making structural or policy changes or initiating major projects. Advisors do not vote but offer valuable insight and may address concerns with relevant College personnel. The group is ultimately responsible for its own success. Be respectful of the Advisor's time and show appreciation for their support.

**Meetings:** Meetings must be accessible to all members and held on a Delta campus. At least one meeting per month is required for active status; clear goals help ensure effective meetings, if needed, the BEDI Office can assist. Rooms must be booked through the BEDI Office at least two weeks in advance.

**Student Leadership:** Club success depends on student leaders and member engagement. Leaders are responsible for:

- A. Adhering to College policies
- B. Serving as liaisons with the BEDI Office and the College
- C. Completing required forms
- D. Managing dues if applicable and fundraising
- E. Overseeing service projects and events
- F. Approving expenditures per member input
- G. Maintaining an updated membership list
- H. Submitting travel paperwork
- I. Meeting financial obligations
- J. Reporting club achievements
- K. Fulfilling other duties as requested by the BEDI Office

**Display Tables:** Tables are for promoting College programs. Student groups may use them for member recruitment, event promotion, or fundraising. Religious and political groups may share information only with those who request it. Solicitation is not allowed.

**Facility Reservations:** Rooms are booked via the BEDI Office and should be submitted via email. Reservations must go through BEDI Office staff.

### **Planning Service Projects and Activities:**

Successful events require careful planning. Activities should align with Delta College's mission. The BEDI Office and club Advisors can assist with planning. Some event types may have restrictions. All service projects must be approved by the BEDI Office (click on this link to submit for approval: [Service Project Approval](#)).

A survey will be sent to each club/organization after the service project has been completed to provide the BEDI Office with data and information that can be shared with the college.

**Publicity:** The BEDI Office can help clubs develop publicity within college policy and budget.

### **Organizational and Personal Liability:**

- A. Members, officers, and advisors are subject to criminal and civil laws.
- B. Liability may arise from dangerous or risky activities.
- C. Liability waivers can help; consult the BEDI Office to obtain waivers.
- D. (REFERENCE TO ACCOUNTABILITY WITH STUDENT HANDBOOK AND HAZING POLICY).

Link to Student Handbook: [Student Handbook](#)

Link to Anti-Hazing Policy: [Anti-Hazing Policy](#)

**Travel Procedures:** College vehicles can be reserved by the Advisor through Facilities. Use is limited to Michigan. For overnight/out-of-district travel, forms must be submitted to the BEDI Office three weeks in advance. Advisors must also complete a travel pre-approval form.

For non-college van rentals, use a purchase requisition form signed by the Advisor and BEDI Office. Business Services will coordinate arrangements. Groups are responsible for any van damages. Non-student guests require prior approval from the Director of Business Services.

**Fundraising:** Clubs are encouraged to be financially self-sufficient. Approved fundraising methods include:

- Membership dues
- Sales and donations
- Co-sponsorships
- CAB Funding Proposal applications (if eligible) can be submitted via this link: [CAB Funding Proposal](#)

#### **Fundraising Guidelines:**

- Submit a Request to Fundraise form via this link: [Request to Fundraise](#) to the BEDI Office, this must be approved before starting
- Clarify that funds support the student group, not the College.
- Use club stationery, not College letterhead.
- Tables for sales/displays must be requested, via email, through the BEDI Office.

#### **Fundraising must not:**

- Violate laws or College rules
- Risk safety
- Be conducted by non-members
- Be undocumented or coercive
- The College is not liable for club fundraising actions.

**Foundation Office Coordination:** Requests for private-sector fundraising must be approved by the Foundation Office and department heads. On-campus fundraising requires BEDI Office



approval; off-campus requires Foundation and BEDI Office approval. Seek approval first from the BEDI Office.

Programs Coordinated Through the Delta College Foundation:

- Alumni fundraising
- Membership/donor programs
- Fundraising for scholarships or programs
- Requests for academic program support

**Financial Requirements: Purpose:** To safeguard club funds using sound financial practices and ensure accountability.

**Account Setup:** All registered clubs must open an on-campus account after registering annually. BEDI Office coordinates setup with the Finance Office. Each club receives a unique account after their probationary period. Funds roll over annually. Dormant accounts (2 years) are closed, and funds transferred to CAB.

**Establishing Club Accounts:** All funds must be held in an on-campus account through the Business Services Office. No outside bank accounts are permitted. Only the CAB Advisor has withdrawal privileges; anyone can deposit.

**Financial Responsibilities:** The CAB Advisor, Coordinator of BEDI, is the budget officer. Advisors oversee financial documentation and alignment with club decisions. Clubs must maintain:

- Meeting minutes
- Accounting logs
- Deposit Receipts
- Disbursement records
- Financial reports

Quarterly and year-end reconciliations are required. Final reports are due June 30, approved by leadership and documented in meeting minutes.

**Deposits:** First, meet with the CAB Advisor (Coordinator of BEDI) to make them aware of deposit, then provide the account number for deposits at the Cashiers Office (B111) or drop box. Do not mail cash. Checks must be payable to "Delta College." Clubs must securely manage all funds for deposit.

