

STUDENT ORGANIZATION ROSTER

Student Organization Name: _____

Student Organization Number: _____ Academic Year: _____

OFFICERS

Name	Student ID#	Email Address
President:		
Vice President:		
Secretary:		
Treasurer:		
Advisor:		

MEMBERS

If you have any changes to your roster, please submit only the new members to: student.involvement@nwtc.edu

[illegible]

OFFICER CODE OF ETHICS

Student Organization Name _____

Number _____

Date _____

The officers and advisor(s), whose names and signatures are indicated below, are authorized to withdraw funds through the requisition system for the student organization listed above. **ANY CHANGES OF OFFICERS MUST BE MADE TO THIS FORM AS SOON AS THE CHANGE OCCURS.**

I, the undersigned, agree to the stipulations of the Officer Code of Ethics (see below).

NWTC Officer Code of Ethics

1. I agree to abide by the NWTC Student Co-Curricular Travel Conduct Code (see reverse side) at all times in which I am conducting college business.
2. I will, at all times, conduct myself with honor and dignity according to the policies and procedures of Northeast Wisconsin Technical College.
3. I am an individual in good standing with all law/drug enforcement agencies. (Have you ever been convicted of a criminal offense that is substantially related to your duties as an officer?) Please advise the Student Involvement Supervisor with details of offense and/or probation.
4. I will maintain, at all times, a minimum GPA of 2.000 and be in good standing as a student at NWTC. The Student Involvement Office will verify GPA.
5. I will, at all times, be a role model, and display behavior that reflects credit to me and to my student organization.

Advisor

Name-Please Print

Signature/Date

Name-Please Print

Signature/Date

President

Name-Please Print

Signature/Date

Vice-President

Name-Please Print

Signature/Date

Treasurer

Name-Please Print

Signature/Date

Secretary

Name-Please Print

Signature/Date

NWTC STUDENT CO-CURRICULAR TRAVEL CODE OF CONDUCT

Co-curricular events of student organizations offer opportunities for learning outside of the classroom. To ensure the smooth operation of these events and the rights of individuals who are participating, the Student Involvement Office has adopted this co-curricular travel conduct code.

The following rules and regulations apply to all NWTC students participating in co-curricular travel.

1. Participants' behavior traveling to or from, or during the event, will be such that it reflects favorably on the group, organization, NWTC, and other participants at all times.
2. The participants are expected to act in the best interests of the group/organization they represent, as well as the NWTC District.
3. Participants are expected to refrain from taking positions that are:
 - a. Contrary to or in conflict with the interests and/or positions of NWTC or the represented group
 - b. Detrimental to the group's mission or purpose
4. Participants will dress appropriately for every conference/event sponsored session (e.g., no casual attire at formal get-togethers and banquets).
5. Participants are expected to attend all business meetings, workshops, presentations, sessions and other scheduled program events. Participants must be prompt and prepared for each session.
6. Participants are to immediately report any accidents, injuries or illness and/or violation of rules to the sponsoring advisor.
7. Alcoholic beverage consumption will not be tolerated at any official event unless specifically designated (e.g., banquets where the facility assumes liability). Any student under the age of 21 must abide by the State of Wisconsin laws for drinking (1985 Wisconsin Act 337). The definition of official event begins with departure from designated exit point, through out the entire event, and upon return to designated exit point. Student participants must, at all times, conduct themselves in accordance with the official NWTC Student Code of Conduct.
8. The use and/or possession of illegal drugs will not be tolerated.
9. Tobacco use is allowed only in designated areas.
10. Participants responsible for theft and/or vandalism to properties during the course of the event will be held financially liable and are subject to the NWTC Student Code of Conduct as adopted by the Northeast Wisconsin Technical College district.
11. Any long-distance telephone calls, charges to the room, or other personal expenses will be the responsibility of the individual participant. Each participant expecting reimbursement by the college, or group/organization must provide original receipts for every reimbursement expense and submitted for the purpose of verification and reimbursement. No expense incurred will be reimbursed without appropriate documentation.
12. The advisor(s) of the student organization or group who accompanies the students in the cocurricular travel, shall have total authority over the supervision of the event and its participants. This requires that all student participants must adhere to and abide by the advisor(s) decisions, directions and judgments. All student participants must extend proper courtesy and respect due any college official.
13. Participants who disregard/violate any of these rules/regulations will be subject to the same disciplinary action as may result from misconduct on any NWTC campus or center. This may result in repayment of any or all fees paid by the College and/or the sponsoring student organization to attend the conference/event, loss of future student travel privileges and possible college dismissal.

STUDENT ORGANIZATION ADVISOR AGREEMENT

Advisor Name(s) _____ Empl. # _____

_____ Empl. # _____

Organization Name _____

YEAR _____ Organization # _____

As an organization advisor you agree to be responsible for:

- Understanding and interpreting college policy and procedures, specifically the NWTC Code of Conduct and the Co-Curricular Travel Code of Conduct outlining improper use of alcohol and drugs when involved in NWTC sponsored events.
- Enlarging the perspective of the group by providing ideas and suggestions for change or enhancement.
- Meeting with student organization officers and members on a regular basis.
- Serving as liaison between the organization, administration, and the greater college community.
- **Ensuring that no student organization accounts can be kept off campus.** Ensuring that student organization money is not deposited into a personal account. All financial transactions/deposits are handled by the Finance Office located in the District Office (CO208L).
- Being aware of organization activities and providing guidance to students on how to properly accomplish organizational business within the college system.
- Facilitating continuity within the organization so that the organization will mature naturally rather than "reinventing the wheel".
- Providing leadership development experiences for student members.
- Assisting student membership with the development of a meaningful calendar of events.
- Facilitating in the transition of responsibilities between outgoing and incoming officers.
- Assisting members in the decision-making process.
- Ensuring the Student Organization funds not have a negative balance.

Advisor Signature Date

Advisor Signature Date