ASSOCIATED STUDENTS OF ROCKY MOUNTAIN COLLEGE

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Starting a Club

To start a club at Rocky Mountain College, you need to charter your club with the student governing body, ASRMC. Please refer to the webpage below for details regarding the start-up of Clubs and Organizations at Rocky Mountain College.

ASRMC Page: https://rocky.edu/campus-life/student-activities/asrmc/

Club Charter Document: https://rocky.edu/wp-content/uploads/2022/02/asrmc-club-charter.pdf

ASRMC By-Laws Regarding Club Chartering:
Section II: Chartering.

A. Clubs and organizations must submit a charter to the ASRMC President for Senate approval. The charter must include a mission statement, a list of officers, organizational goals, and the name of a faculty or staff advisor. Additionally, a completed advisor contract must be submitted and approved before the club or organization may begin conducting any official business.

B. Membership must be limited to ASRMC members (any RMC student registered for more than 5 credits). Groups with non-RMC members require approval from the Dean of Students.

C. Chartered groups can hold meetings on campus, conduct business, and advertise events. Chartered groups receive ASRMC funding as outlined in Article X and may submit proposals for additional funding as needed.

D. Upon being chartered, a club or organization is required to renew its charter annually if the mission statement, objectives, and faculty advisor remain unchanged. To renew, the organization must submit a renewal form to the ASRMC President. All renewal requests must be submitted before the final ASRMC meeting of the academic year (typically held in April). If there are any changes to the mission, objectives, faculty advisor, or if the renewal deadline has passed, the club or organization must complete the full re-chartering process.

E. Clubs or organizations with a religious focus must receive approval from the College Chaplain or their designee before being considered for ASRMC recognition.

**The club or organization must have a president or student leadership position filled by a student who will be attending Rocky Mountain College in the fall semester following the renewal in the spring.

If you need more assistance or have questions about the Club Charter document, feel free to reach out to ASRMC President, Rylan Quintana.

ASRMC President
Rylan Quintana
Email: asrmc@rocky.edu

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Club & Organization Standards

1. **Disclosure of Meeting Locations**
    - For the sake of transparency and accessibility, all clubs and organizations are required to disclose the location of their meetings. This information should be shared with both members and the general student body in a timely manner. Meeting locations must be easily accessible to all members, and any changes to the location should be communicated promptly.
        i. Location must be disclosed on any promotional materials, and to the ASRMC President, Rylan Quintana
2. **Engagement with the Student Senate**
    - To ensure that clubs and organizations are aligned with the college community's broader goals, all clubs must schedule at least three meetings with the Student Senate each academic year.
    - During the first meeting, club representatives will provide the goals and plans of the club/organization for the upcoming semester.
    - The second and third meetings with the Senate will occur at the end of each semester. Club representatives will provide updates on their activities, discuss any challenges they are facing, and seek advice or support from the Senate. This engagement helps maintain a cohesive relationship between the clubs and the college administration, fostering a collaborative campus environment.
3. **General Expectations for Clubs and Organizations**
    - Clubs and organizations are expected to contribute to the college community actively. This includes hosting at least one event and conducting regular meetings throughout the academic year (see page 8 for ideas).
    - Each club and organization at Rocky Mountain College must hold regular meetings as outlined by the ASRMC By-Laws.
    - The Senate also requires each club and organization to do one other event, which could be from the list on pg. 8 (items 2-4)
    - Or a club/organization could propose an alternative event by contacting ASRMC President Rylan or reaching out for support and guidance (pg.4 for contact information for Rylan).
    - These activities should aim to enhance the student experience, promote club and organization goals, and encourage participation from a broad spectrum of the student body.
    - Clubs and Organizations that fail to meet these expectations may be subject to review and potential revocation of their chartered status by the college.

This document outlines the essential standards for college clubs and organizations, ensuring that they operate effectively, transparently, and in alignment with the college's mission to foster a vibrant and inclusive community.

ASSOCIATED STUDENTS OF ROCKY MOUNTAIN COLLEGE

Scheduling Events

***Questions/Assistance**:*

Contact ASRMC President, Rylan Quintana
Email: asrmc@rocky.edu

Office Hours Spring 2026
By Appointment

The office is located in the basement of the Bair Student Center *(go down the steps towards the chapel, and then at the bottom of those stairs, go left down the hallway until you reach a set of double doors on your left; offices are located in that area)*

To request a room reservation, schedule a table in the student center, and get events on the Master Calendar and campus-wide screens, please contact ASRMC President, Rylan Quintana

When planning an event, it's essential to start early to ensure success. Here are some key steps:

1. **Promotion and Scheduling**
    - Begin promoting your event and ensure it is added to the campus calendar at least two weeks before the event date. This helps in maximizing visibility and attendance.
        i. If you would like your event included in the Dean of Students Weekly Update (sent out each Friday) you must email the Dean of Students by noon on Thursday with announcement and event information. Email deanofstudents@rocky.edu with information.

2. **Collaborating with Rocktivities**
    - If your club wishes to collaborate with Rocktivities for an event, you should initiate this collaboration at least four weeks in advance, preferably with even more notice. This allows sufficient time for coordination, planning, and promotion.
3. **Event Logistics**
    - Consider all logistical aspects, including location, materials, and any necessary permissions. Ensure that all these details are finalized well in advance. Event location must be disclosed on any marketing material and media posts.
4. **Promotion Materials**
    - Use posters, flyers, and social media to promote your event. Ensure all promotional materials are consistent and clearly communicate the event details, including date, time, and location.
5. **Engage Participants**
    - Think about how to engage participants during the event. This could include interactive activities, giveaways, or engaging speakers.
6. **Post-Event Follow-Up**
    - After the event, consider collecting feedback from participants and sharing event highlights on your club's social media pages to maintain engagement and visibility.

For more ideas on Club Outreach and Engagement, see page 10

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ACCESSING ASRMC FUNDING

To access ASRMC funds, you must adhere to the following guidelines:

Call or email the Student Life office manager to make arrangements for accessing the funds from the Student Life office. 406.657.1018 / studentlife@rocky.edu

OPTIONS

1. **CREDIT CARD (simplest and preferred)**
    - If you will be leaving the office with the card, please keep in mind that it needs to be returned to the Student Life office within two hours of its check-out time. If you are making online purchases with the card, it is highly recommended to do so while in the Student Life office.
    - Additionally, receipts must be provided to the Student Life office for all purchases made using the credit card. This includes purchases from restaurants, the RMC bookstore, Amazon/online retailers, etc.

2. **CHECK REQUEST**
    - If you know the exact amount of your purchase, along with the vendor you will be purchasing from, you may request that a check be issued. Please bring your invoice(s) to the Student Life office for assistance in proceeding with a check request.

3. **CASH ADVANCE/STUDENT REIMBURSEMENT (not recommended)**
    - A cash advance, or a student reimbursement, may also be requested. You will be required to turn in receipts and a completed expense report to the Student Life office for verification of how funds were used. That information will then be submitted to the business office.

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Social Media

Social media is a powerful tool for promoting your club or organization, announcing events, and encouraging involvement.

To maintain continuity, it's crucial to ensure that social media accounts are accessible even after a member leaves. If you are graduating, transferring, or otherwise leaving, make sure that multiple members have access to the login information or that it is passed on to the new leadership team. If you are unsure who will take over or if no one is available, please contact Rylan (see page 4 for contact information) to ensure login details are passed along.

When chartering your club, ASRMC will provide a form to include your social media account information. Be sure to disable 2-factor Authentication, as this ensures we can access the account after your departure. Additionally, each club will be provided a rocky.edu email address. This email address is expected to be the email used and associated with all social media accounts in relation to the chartered club.

Steps for Setting Up a Social Media Account

1. **New social media accounts**
    - New social media accounts must follow username guidelines and provide the username and password information to the ASRMC President or Coordinator of Student Activities. (If you are filling out the attached contract, that is included).
2. **Receiving a Rocky Email**
    - The Office of Media and Communications will provide each club with a rocky.edu associated email address.
    - It is expected that this rocky.edu email associated with the club/organization will be used as the email associated with any social media accounts a club/organization uses.
3. **Create a Social Media Profile**: Set up your social media profile using a username and account name that matches your club's name at RMC.
    - Examples: Medical Club at Rocky Mountain College, Environmental Club at RMC, Board Game Club at RMC
    - Social media handles could be something like @boardgameclubatrmc or @medicalclubatrmc.
    - Include the login credentials for your Instagram account (or other platforms) when chartering your club with ASRMC. This is for administrative purposes to ensure continuity and prevent loss of access; we won't access your account.*
    - ***If a Social Media Account is Already Set Up****: If your club already has a social media account, please update the username and account name to follow the guidelines: "Your Club's Name" at RMC and change the associated email address to the new rocky.edu email for your club.*

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Social Media Guidance

Please remember that as a club or organization affiliated with Rocky Mountain College, it's important to maintain a professional image. This means your communications should be respectful, mindful of the message you're conveying, free from inappropriate content, and in compliance with institutional values. If you are uncertain about what is appropriate, please ask Rylan for guidance. Please note that everything you post, comment on, or do online is public.

1. **Graphics and Flyers**
    a. Students often prefer receiving information through still images, such as graphics and posters, rather than videos or reels. However, feel free to use your creativity to engage your audience. Canva is a great tool for creating visually appealing images.
2. **Sharing via the Involvement Network**
    a. To have your post shared by @involvementnetworkrmc, send it directly to them to ensure they see it and can repost it to their story.
    b. For larger events (e.g., the Environmental Club hosting an Earth Day event), you can add @involvementnetworkrmc as a collaborator so the post appears on their feed as well.
    c. For any other content you wish to highlight, tag @involvementnetworkrmc or send it directly to their page for reposting to their stories.

Social Media Posting Guidelines

Follow these guidelines to avoid inappropriate content and potential violations

1. Prohibited Content
    a. Discrimination or Harassment: Any posts or comments that discriminate or harass based on race, color, gender, sexual orientation, disability, religion, or any other protected characteristic are strictly prohibited.
    b. Sexually Explicit or Suggestive Content: Avoid any form of sexually explicit, suggestive, or inappropriate content. This includes text, images, videos, and emojis.
    c. Hate Speech: Content that promotes violence, hatred, or intolerance towards individuals or groups is not allowed.
    d. Title IX Violations: Do not post anything that could be considered sexual harassment, gender-based violence, or misconduct. This includes comments, jokes, or memes of a sexual nature.
2. Substance Use and Promotion
    a. Alcohol and Drug Use: Do not post content that promotes, displays, or glorifies the use of alcohol, drugs, or other substances. This includes photos, videos, and references in captions.
    b. Underage Drinking: Any post involving underage drinking is strictly prohibited and will be taken seriously.

c. Illegal Activities: Avoid any mention or promotion of illegal activities, including the use of illegal drugs, drug paraphernalia, or any illegal actions

3. Respectful Communication
    a. Harassment: Do not engage in or encourage online harassment or bullying. This includes threats, personal attacks, doxxing, and aggressive trolling.
    b. Profanity: Refrain from use of profanity or offensive language.
    c. Private Information: Never share someone else's personal, private, or confidential information without their consent (doxxing).
    d. Misinformation: Avoid posting or sharing unverified information that can spread misinformation or create confusion.
4. Non-Partisan Communication
    a. Political Content: Do not use your social media platform to advocate for political candidates, parties, or campaigns, especially when representing the institution. Personal political views should be shared carefully and respectfully, without endorsing any specific political cause or entity on official pages.
    b. Respectful Debate: If discussing political or social issues, remain respectful and open to dialogue. Avoid inflammatory or divisive rhetoric.
5. Images and Videos
    a. Appropriate Imagery: Ensure that all images and videos you post reflect the institution's values. Avoid anything that could be seen as vulgar, violent, or inappropriate.
    b. Respectful Representation: Avoid posting photos or videos of others without their consent, especially if they are in a compromising situation or may not want to be publicly associated with the content.
6. Compliance with Institutional Policies
    a. Representation of Institution: When representing the institution, follow the specific social media policies outlined in your student or employee handbook. Misrepresentation of the institution or using institutional branding inappropriately is prohibited.
    b. Title IX: Ensure compliance with Title IX regulations by not engaging in any form of gender-based discrimination, sexual harassment, or violence in your posts.
7. General Posting Best Practices
    a. Positive Engagement: Strive to create a positive and respectful environment. Engage constructively in conversations and avoid escalating conflict or disagreements.
    b. Think Before Posting: Before posting anything, consider if it reflects well on you and the institution. If in doubt, do not post.
    c. Report Violations: If you see a post or content that violates these guidelines, report it to the appropriate authority immediately.
8. RMC Branding
    a. The Office of Media and Communications requests that all posts/graphics/logos that contain official Rocky Mountain College branding be sent to their office, media@rocky.edu, for pre-approval. Copy asrmc@rocky.edu on your email.

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Student Engagement and Outreach

The purpose of clubs at Rocky Mountain College is to help students find a community with others who share their interests. To support this, it's important to actively promote your club meetings and engage in outreach activities.

To add your club meetings to the Master Calendar on Rocky's website, please contact Rylan (see page 4 for contact information).

Ideas for Engagement and Outreach

1. **Regular Meetings**
   - Hold meetings on a consistent schedule, such as every Thursday at 7 pm, every Sunday at 8 pm, or the first Sunday of each month.
   - Consistency helps to foster club growth and member engagement.
   - Be sure to list these meetings on the Calendar.

2. **Tabling During Lunchtime**
   - Set up a table during lunchtime with items related to your club and snacks! This can spark conversations and encourage students to join your meetings or follow your social media page. If using this as an activity for community engagement, you must table at a minimum of two times during a semester, with each tabling occurring over 3 hours.

3. **Host an event that encourages others to join your club.**
   - Organize events that appeal to potential new members. For example, the Environmental Club could host a fire pit and s'mores night, the Board Game Club might host a game night, and the Medical Club could organize a Bingo night focused on medical knowledge.
   - To promote these events, contact Rylan to add them to the calendar and use fliers or social media.
   - Plan your event with at least two weeks' notice, preferably more.

4. **Collaborate with Rocktivites on an event they already have planned or make your event idea bigger.**
   - Consider partnering with Rocktivities for an existing event or to expand your event ideas.
   - For example, if the Board Game Club wants to host a large event including games, trivia, and snacks, Rocktivities can assist with planning and promotion.
   - Collaboration for such events should be planned with a minimum of four weeks' notice.

Club and Organization Contract

Associated Students of Rocky Mountain College

Name of Club/Organization: _____

Point of Contact for Club/Organization

Name:_____

Email: _____

Phone (Optional): _____

Faculty Advisor for Club/Organization

Name:_____

Email: _____

Social Media Information

Username: @ _____

Password: _____

You will be provided a rocky.edu email address for your club that you will associate with all social media accounts

Circle each of the social media platforms your account is active on:

Instagram Facebook TikTok X/Twitter

By signing below, the Club/Organization listed agrees to abide by the standards listed in this document and understands failure to comply with these standards could result in your club/organization's charter status being revoked by the ASRMC Senate.

Club/Org Leadership Signature: _____
Date:_____

Secondary Leadership Club/Org Signature:_____
Date:_____

Faculty Advisor of Club/Org Signature: _____
Date:_____

Please schedule a time to meet with Rylan, ASRMC President, to turn in this contract.

Office Use Only:

Turn In Date: _____

Rcvd by ASRMC President: _____ Date: _____