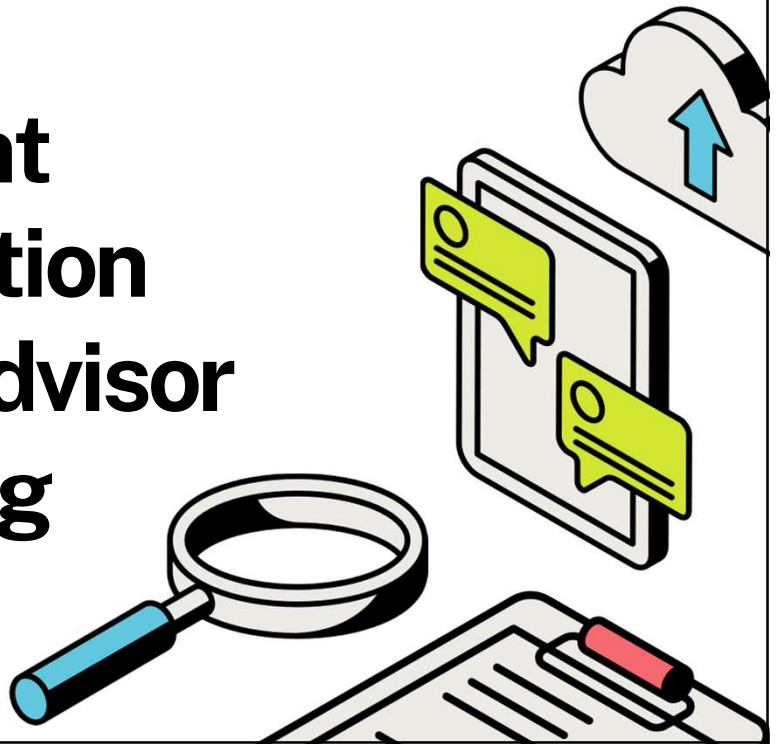




# Student Organization Officer & Advisor Training



## CENTER FOR STUDENT INVOLVEMENT

Oversees Student Life, Student Government and Student Organizations



**csi@guamcc.edu**



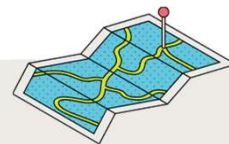
**@copsa.guamcc**



**COPSA-Guam  
Community College**



**(671) 735-8887  
ext. 5518/9**



**Room 5101  
Student Center -  
Bldg. 5000  
First Floor**

## Privileges of Student Organizations

<b>1</b>	Access to COPSA funds
<b>2</b>	Access to GCC campus meeting facilities
<b>3</b>	Mailbox in the CSI Office
<b>4</b>	Access CSI bulletin boards
<b>5</b>	Assistance from CSI, COPSA, and the BOT Student Member

## Responsibilities of Student Organizations

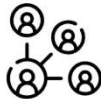
<b>1</b>	Local and Federal Laws
<b>2</b>	GCC policies, procedures, and requirements
<b>3</b>	Procedures and regulations pertaining to student organizations (By-Law & Constitution)
<b>4</b>	Guidelines / procedures outlined for the Plan of Action and Student Organization Forms
<b>5</b>	Attend and participate in student organization and COPSA functions

## Responsibilities of Advisors

<b>1</b>	Advisors are expected to be present during student organization activities both on-campus and off-campus.
<b>2</b>	Advisors shall sign appropriate documents and financial requests.
<b>3</b>	Advisors are to provide advice and guidance regarding college policies and rules and regulation.
<b>4</b>	Co-Advisors do not have the authority to approve or sign any documents.

Through active involvement in the campus community, students will ...

Expand their  
circle of  
influence



Achieve a sense of  
ownership over their  
educational  
experience



Create a greater  
commitment to  
making GCC and their  
community a better  
place



Gain an  
understanding  
of diversity



# Overall ...

## Be Active



## Be Available



## Be Knowledgeable



**Remember: CSI IS A RESOURCE!**











## Why do we use Robert's Rules of Order?

Robert's Rules of Order are parliamentary procedures that provides a framework for conducting orderly, fair, and democratic meetings.

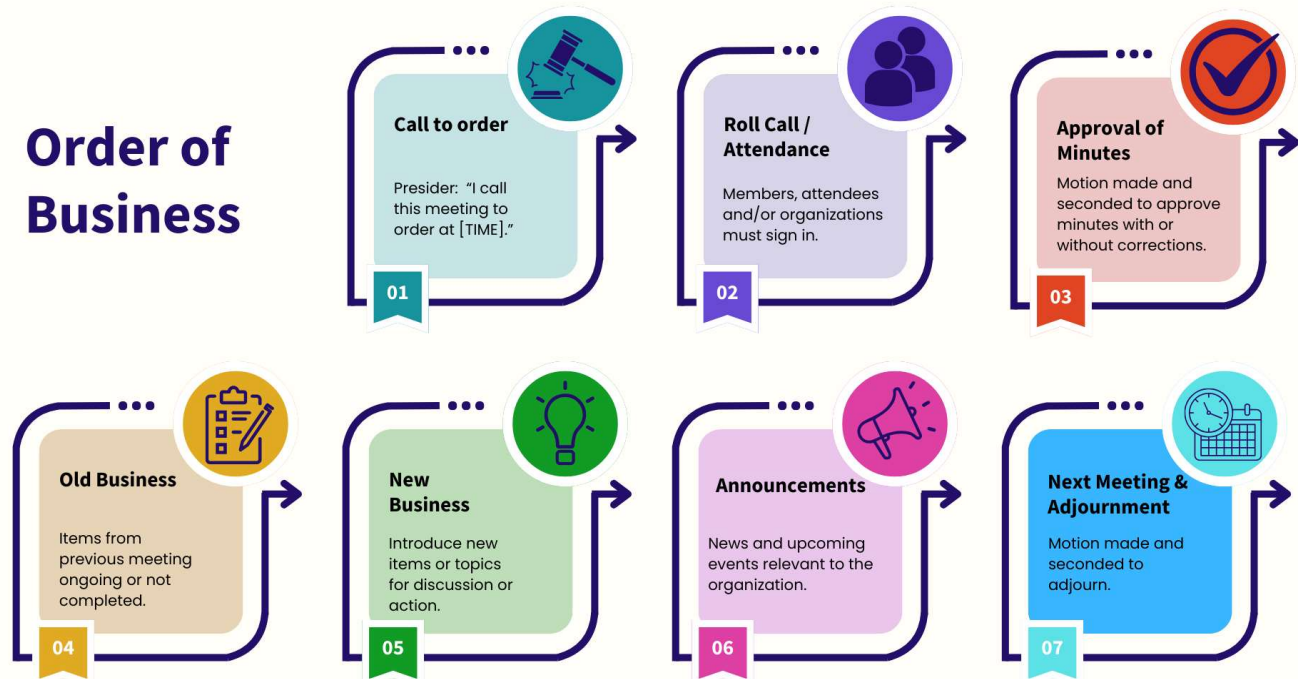
**Standard Order  
of Business**

**Motions**

**Meeting Roles &  
Responsibilities**

1	Promotes efficiency and order	 
2	Provides a clear process for decision-making	  
3	Allows all members to participate in decision-making	 
4	Allows all members of an organization have a voice	
5	Provides a verifiable record of decisions	 

## Order of Business



### *Student Org GM Meeting* *Wednesday, August 13, 2025*

1. Call to Order
2. Roll Call
3. Approval of Last Meeting Minutes
4. Treasurer's Report
5. Old Business
6. New Business
7. Next Meeting Date & Time
8. Announcements
9. Adjournment

## AGENDA

- Ensures student organizations to stay on topic
- Distribute the agenda days prior to meeting

# The presider of the meeting makes a call for a motion:



**First Motion**



**Second Motion**



**Discussion**



**Call for Vote**



**Discussion**



**Announce result**

## 💡 Keep in mind: 💡

Presider (president) can NOT make a motion.

Only GCC student members can make motions.

Be sure to record motions in Minutes.

### General Membership Meeting Minutes

Guam Community College  
MBAC Student Organization  
Friday, August 22, 2025

## MINUTES

1. **Call to Order**  
Joseph Cruz called the meeting to order at 10:00 a.m. in Room A-26.
2. **Roll Call**  
Officers: Joseph Cruz, President; Daviana Cruz, Vice President; Tristan Cruz, Secretary; Joida Cruz, Treasurer; Maria Cruz, Parliamentarian; Julia Cruz, Public Relations Officer; John Cruz, Social Media Officer. Members: Joseph T. Cruz, Lanieann Cruz, Renz Cruz, Faith Cruz, Ryae Ann Cruz, Angel Cruz, Jovonnice Cruz, Joy Cruz, Tara Cruz. Advisors: Melissa Cruz, Sally Cruz, Gerald Cruz.
3. **Approval of August 22, 2025 Meeting Minutes**  
Maria Cruz moved to approve the meeting minutes with no corrections. Ryae Ann Cruz seconded the motion. There was no discussion, unanimous vote, motion carried.
4. **Treasurer's Report:** as of August 22, 2025  
a. MBAC Student Organization COPSA Account #2252: balance to date is \$500.00  
b. MBAC Student Organization Fundraising Account #2001: balance to date is \$5,000.00
5. **Old Business**  
a. MBAC Officer and Advisor Elections – Congratulations to the newly elected officers and advisors for AY25-26.
6. **New Business**  
a. Fall Festival & Tour of the Pacific – Faith Cruz moved to approve MBAC's participation in the Fall Festival & Tour of the Pacific and to appropriate no more than \$500 from the fundraising account to purchase supplies needed for the traditional wear. Joseph T. Cruz seconded the motion. No discussion, unanimous vote, motion carried.  
• Country Island: Hawaii (grass skirts, fabric, glue gun and sticks, etc.)  
b. Halloween Grab Bags – MBAC organization will be selling Halloween Grab Bags. Funds will go towards the MBAC End of the Year Celebration. Jovonnice Cruz moved to approve MBAC's fundraising event on October 31, 2025 at 10:00 a.m. under the Student Center Canopy and appropriate no more than \$250 from the MBAC fundraising account and \$250 from COPSA account to purchase supplies, such as candy, bags, and small trinkets. Tristan Cruz seconded the motion. No discussion, unanimous vote, motion carried.
7. **Next meeting date and time**  
• September 5, 2025 at 10:00 a.m. in Room A-26.
8. **Announcements**  
• COPSA GM Meeting – September 12, 2025 at 12:00 p.m. in Training Room 5108.
9. **Adjournment**  
Lanieann Cruz moved to adjourn the meeting at 11:00 a.m. Renz Cruz seconded the motion. No discussion, unanimous vote, motion carried.

Minutes taken by:

  
Tristan Cruz  
MBAC Secretary

- Written record of all business conducted
- Clearly defines the decisions made
- Archive all your minutes
- Parliamentary procedures
- Motions of appropriations must be identified (be sure to indicate what will be purchased) Be specific or detailed.



# MINUTES

- 1. Call to Order**  
The meeting was called to order at 9:30am in Room A-26.
- 2. Roll Call**  
Officers: Jennette Cruz, President; Daniel Cruz, Vice President; Katrina Lin Cruz, Secretary; Katarina Cruz, Treasurer; Benjamin Cruz, Parliamentarian; Julia Cruz, Public Relations Officer. Members: Joseph Cruz, Daviana Cruz, Tristan Cruz, Joida Cruz, Maria Cruz, Gerald Cruz, Adrian Cruz, Tara Cruz. Advisors: Carl Cruz, Sally Cruz
- 3. Approval of August 14, 2024 Meeting Minutes**  
Maria Cruz moved to approve the meeting minutes with no corrections. Joseph Cruz seconded the motion. There was no discussion, unanimous vote, motion carried.
- 4. Treasurer's Report:** as of August 28, 2024  
a. MBAC Student Organization COPSA Account #2252: balance to date is \$500.00  
b. MBAC Student Organization Fundraising Account #2001: balance to date is \$4,000.00
- 5. Old Business**  
a. MBAC Officer and Advisor Elections – Congratulations to the newly elected officers and advisors for AY24-25.
- New Business**  
a. Fall Festival & Tour of the Pacific - Joida Cruz moved to approve MBAC's participation in the Fall Festival & Tour of the Pacific and to appropriate no more than \$500 from the fundraising account to purchase supplies needed for the festival. Katarina Cruz seconded the motion. No discussion, unanimous vote, motion carried.  
• Country/Island: Hawaii (grass skirts, fabric, glue gun, glue sticks, etc.)  
b. Halloween "BOOgieman" Grab Bags - MBAC organization will be selling Halloween Grab Bags. Funds will go towards the MBAC End of the Year Celebration. Daniel Cruz moved to approve MBAC's fundraising event on October 31, 2025 at 10:00am under the Student Center Canopy and appropriate no more than \$250 from the MBAC fundraising account and \$250 from COPSA account to purchase supplies such as bags, small trinkets, ribbon, and other small favors. Tristan Cruz seconded the motion. No discussion, unanimous vote, motion carried.
- Next meeting date and time**  
• Wednesday, September 18, 2024 - 10:00a.m. in Room A-26
- Announcements**  
• College Assembly – Campus closed from 8:00AM – 3:00PM on Tuesday, November 5, 2024. Classes resume at 4:00PM.
- 9. Adjournment**  
Daviana Cruz moved to adjourn the meeting at 10:30am. Maria Cruz seconded the motion. No discussion, unanimous vote, motion carried.
- Minutes taken by:**  
Katrina Lin Cruz  
MBAC Secretary
- Approval of Event**
- Discussion, Vote, Outcome**
- Signed Minutes**
- Detail Purchases**
- Fund Accounts**



1  
Presider - Call for a Motion



2  
Member #1 - First Motion



3  
Presider - Call for a Second



4  
Member #2 - Second Motion



5  
Presider - Call for any discussion



6  
The group will have a discussion or no discussion at all



7  
Presider - Call for Vote "Aye"



8  
Group - Votes yes or no



9  
Presider - Call for Vote "Nye"



10  
Presider - Motion Outcome







### COPSA PLAN OF ACTION FOR AY 2025-2026

Student Organization: \_\_\_\_\_ Total Requested: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

STUDENT ORGANIZATION PURPOSE	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

- Acknowledgements for Student Organization Activities, Expenditures & Other Events**
- ☐ Student organizations must hold a meeting to authorize any activity and/or spending funds. The authorization must be documented in the student organization meeting minutes.
  - ☐ Complete minutes must accompany the proper forms needed to conduct this activity and/or spend funds.
  - ☐ Complete and submit Activity Request Form (with all requirements) for approval at least 2 weeks prior to event
    - Organize and obtain all materials / supplies needed
    - Organize and recruit necessary volunteers
    - Waiver of Liability Form must be signed by students attending any OFF-CAMPUS activity and submitted with the Activity Request Form for approval.
  - ☐ Large Scale Activities & Formal Events (Ceremonies):
    - Invite VIP guests at least 2 weeks prior to event
    - Submit a Program / Agenda & Script for approval from CSI and the Dean at least 2 weeks prior to event
    - ☐ Complete and submit Fund Voucher Forms (with all requirements) for approval at least 2 weeks prior to event
    - Attach vendor quote with vendor's business license (verify they accept GCC checks).
    - If a quote is over \$499.00, two (2) more quotes with identical items / specifications must be submitted with the Fund Voucher. The purchase must be made with the lowest of the three (3) quotes provided.
    - If a quote is expired, the student organization is responsible for renewing or getting new quotes.
    - Receipts must be submitted to CSI after the check is paid to the vendor to close out the Fund Voucher.
  - ☐ Reimbursements for purchases with personal monies are not allowed and will not be processed.
  - ☐ Purchasing Promotional Items (Graduation Regalia, Sashes & Other Related Items)
    - All requirements of the Fund Voucher form must be satisfied. For these purchases, two fund vouchers will be submitted:
      - 50% DEPOSIT for the total balance / cost of the promotional item. This will be paid to the vendor to secure their services and begin production
      - 50% BALANCE for the remaining balance / cost of the promotional items. This will be paid to the vendor once the items are complete & ready for pick-up
    - Student organizations need to ensure the design adheres to the GCC standards and must seek approval from the Communications and Promotions Office (GCC PIO) at [gcc\\_pio@quakamcc.edu](mailto:gcc_pio@quakamcc.edu).
    - ☐ CSI is a resource for student organizations. For any guidance on any activity or spending, please visit CSI.

# PLAN OF ACTION (POA)

1. Supplemental / Seed funding
2. Outlines the activities and events for the academic year
3. Keeps student orgs on task with fundraising goals

## Estimated COPSA Appropriation AY 2025-2026

# \$600.00

- |                   |       |
|-------------------|-------|
| • Fall Festival   | \$100 |
| • Spring Festival | \$100 |
| • Sashes          | \$150 |
| • Other           | \$250 |

POA

# IMPORTANT DATES

## POA Deadline

Friday, September 19, 2025  
3:00 P.M.

## Last Day to Use POA Funds

Friday, April 10, 2026  
3:00 P.M.



### Student Organization Activity Request FORM

Student Organization: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
 Proposed Date of Activity: \_\_\_\_\_ Time: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Type of Activity: ☐ Educational ☐ Fundraiser ☐ Recreational ☐ Travel  
 Name of Activity: \_\_\_\_\_ Location: \_\_\_\_\_  
 Brief Description: \_\_\_\_\_  
 Purpose of Activity: \_\_\_\_\_

Who is invited? (check all that apply): ☐ Student Org. Members ☐ GCC Community ☐ General Public ☐ Guest List  
 Will you be collaborating with another student organization or some other group to host this event? ☐ Yes ☐ No  
 If Yes, Name of Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

**On-Campus location to be reserved?** ☐ YES (Complete Steps 1 & 2) ☐ NO (Skip Steps 1 & 2)

STEP 1: Obtain SAFETY approval	STEP 2: Obtain LOCATION approval
Indicate use of: <input type="checkbox"/> Tents/Canopies <input type="checkbox"/> Electrical/Gas Appliances or Equipment <input type="checkbox"/> Open Flames <input type="checkbox"/> Emission Cords <input type="checkbox"/> Other: _____ Describe activity setup: _____ Environmental Health & Safety Office Tel: 671-715-2229 Location: Bldg 2009, 2nd Fl., Room 2219 SIGNATURE & DATE: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Environmental Health & Safety Officer	Location to be reserved: _____ Time to reserve location: From: _____ To: _____ Does activity involve use of amplified sound? <input type="checkbox"/> Yes <input type="checkbox"/> No Student Support Services Office Tel: 671-715-5353 Location: C-2 Room Utilization Request Confirmed: <input type="checkbox"/> Yes <input type="checkbox"/> No Date Confirmed: _____ Documentation Attached

Activity Committee Members (Print Name)	Signature
1. _____	_____
2. _____	_____
3. _____	_____

Advisors* (Print Name)	Signature
1. _____	_____
2. _____	_____
3. _____	_____

\* At least one (1) Advisor is REQUIRED to attend, chairperson and be present for the entire duration of the activity.  
 \*\* Signed Student Organization MINUTES authorizing this Activity MUST be attached to this Form \*\*

Council On Postsecondary Student Affairs (COPSA)		
COPSA OFFICER NAME	COPSA OFFICER SIGNATURE	DATE
GERALD A.B. CRUZ, Associate Dean School of Technology and Student Services	DATE	MICHAEL L. CHAN, E.d.D., Dean School of Technology and Student Services

COMMENTS: \_\_\_\_\_

For promotional & liability purposes, a student organization MAY NOT PROCEED with their activity UNTIL AFTER THEIR ACTIVITY HAS BEEN FORMALLY APPROVED by the Center for Student Involvement AND the Dean of Student Services.  
 Additionally, Liability Waiver Forms MUST be submitted before and after ANY off-campus approved activities for ALL STUDENTS.  
 The Center for Student Involvement must be notified if an activity is cancelled.

Updated: 8/14/2023

## ACTIVITY REQUEST

### REQUIRED DOCUMENTS

- Approved signed meeting minutes
- Liability Waiver Forms: Must be submitted for off-campus activities BEFORE and AFTER the event

Contracts can ONLY be signed by the GCC President

For Large Scale Activities:

- Invitations/Programs/Agenda/Scripts must be approved by CSI and the TSS Dean (Approved 4 weeks prior. VIP guest invites must be distributed at least 2 weeks prior.)

Travel: Information must be submitted 4-6 months prior to travel for **PRE-APPROVAL**

**Activity Request must be turned in at least TWO WEEKS prior to the start date of the event**

# IMPORTANT REMINDERS

The Center for Student Involvement must be notified if an activity is cancelled.

Student organizations **MUST NOT PROCEED** with their activity **UNTIL AFTER THEIR ACTIVITY REQUEST HAS BEEN FORMALLY APPROVED** by CSI AND the Dean of TSS.

**REMEMBER: CSI IS A RESOURCE!**

**WHERE DO YOU WANT THIS POSTED**

- MyGCC Portal
- GCC Website
- Social Media
- Bulletin Boards

**WHO IS YOUR TARGET AUDIENCE**

- Campus Wide
- Students
- GCC Employees

**PROMOTING ACTIVITY**

Email the Office of Communications and Promotions  
(gcc.pio@guamcc.edu)  
1-2 weeks in advance.  
Activity Request must be approved!

**TITLE**

Name of your event / activity?

**DESCRIPTION**

- Who?
- What/Purpose?
- When
- Where/Location?
- Who's allowed to participate?
- Other Information



# **IMPORTANT DATE**

## **Last Day to Use Fundraising Account and Last Day to Submit FV for Sashes**

Wednesday, April 22, 2026  
3:00 P.M.

# **IMPORTANT REMINDERS**

Fund Vouchers must be completed for ALL fund disbursements at least TWO (2) WEEKS BEFORE the date of when funds are needed.

Original receipts for every Fund Voucher purchase MUST be turned in to CSI within ONE WEEK after the event/purchase in order for Business Office to close the file.

**Reimbursements are not authorized and will not be accepted.**

**CSI IS A RESOURCE!**



### Student Organization Deposit FORM

Date of Deposit: \_\_\_\_\_ Account No: \_\_\_\_\_

Student Organization: \_\_\_\_\_

Activity the Funds were generated from: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_

Deposit Form **Prepared** by: \_\_\_\_\_  
*Student Organization Officer (Print Name & Signature)*

Deposit Form **Verified** by: \_\_\_\_\_  
*Student Organization Advisor (Print Name & Signature)*

Total Cash: \$ \_\_\_\_\_

Total Coins: \$ \_\_\_\_\_

Total Checks: \$ \_\_\_\_\_

**TOTAL DEPOSIT:** \$ \_\_\_\_\_

For Business Office Use		
Quantity	CASH	Total
	\$100	
	\$50	
	\$20	
	\$10	
	\$5	
	\$1	
Quantity	COINS	Total
	\$0.25	
	\$0.10	
	\$0.05	
	\$0.01	
Quantity	CHECKS	Total
<b>TOTAL DEPOSIT</b>		
		Bank Bag No: _____

Please ensure a copy of the completed deposited form is submitted to the Center for Student Involvement within two (2) business days after the deposit has

# DEPOSIT FORM

Fundraising money should **ONLY** be deposited in your Fundraising Account.

Any large amount of coins must be sorted and wrapped.

All checks to be deposited are made out to: Guam Community College.

A copy of the completed Deposit Form AND Receipts of deposit is submitted to the CSI within two (2) business days after the deposit has been made.

GCC student organizations **SHALL NOT** open a bank account outside of the account expressly approved by the Vice President for Finance and Administration.

## IMPORTANT REMINDER

**ALL ACTIVITIES AND FUNDS MUST BE PRE-APPROVED**



guamcc.edu/csi

## Center for Student Involvement

Home » [Student Life](#) » Center for Student Involvement

[» Previous Page](#)

### Contact Us

(671) 735-8887 Ext. 5518 / 5519  
 csi@guamcc.edu  
 Room 5101, Student Center (Bldg. 5000)  
[\(Campus Map\)](#)

**APPLY NOW**

Success starts here!

**START NOW**

### Center for Student Involvement

The Center for Student Involvement (CSI) oversees:

- [Student Orientation](#),
- [Leadership Training and Development](#),
- [Service-Learning](#),
- [Student Governance \(COPSA\)](#), and
- [Student Organizations](#) and [Athletics](#)



**Reminder!**



**CSI is a  
resource!**



# Follow Us!



**@copsa.guamcc**



**COPSA - Guam Community  
College**

**THANK  
YOU!**

Have a great semester!