

# D'YOUVILLE STUDENT ASSOCIATION CLUB POLICIES AND PROCEDURES MANUAL

## **INTRODUCTION**

This Student Association club policies and procedures manual was developed to provide student leaders with a written copy of policies and procedures which all student organizations must adhere to. This guide will provide needed information to help student leaders understand various policies and navigate the procedures to efficiently run a student organization. It is understood that managing a student organization can be a difficult endeavor and therefore it is expected that student leaders will have continual questions with the interpretation of policies and the implementation of procedures. Please do not hesitate to contact the Student Activities Office at 829-7648 or 829-7754, or stop by the office, which is located in the College Center room 115 or College Center room 120A if you have any questions or need assistance.

## **CONDUCT**

All student organizations must abide by D'Youville College policies, Student Association policies, and New York State and Federal laws. Please refer to the appendices in the back of this manual for specific policies pertaining to alcohol use, sexual misconduct and Title IX.

## **CLUB RECOGNITION GUIDELINES**

The Student Association Senate provides official recognition to student clubs with final approval by the Vice President of Student Affairs/Enrollment Management. Once officially recognized by the college, clubs may use the name of the college with the name of the club. However, the permission to use the name of the college does not imply that the student organization represents or speaks for, or in the name of D'Youville College. Student organizations cannot contract on behalf of the College and will be held solely responsible and liable for any agreements entered into by representatives of the organization.

### **A. Recognition**

Each club seeking recognition through the Student Association must complete the following steps:

- 1) Submit a letter from a full time D'Youville College faculty or staff member who will serve as an advisor. Each club must have an advisor in order to be recognized.
- 2) Submit a constitution to the Programming Committee or Athletic Committee of the Student Association. See Appendix L for a sample constitution to use as a reference when writing your document.
- 3) Submit a list of students interested in forming the organization.
- 4) All materials are to be submitted to the Assistant Vice President of Student Affairs/Director of Student Activities (CC 115 or via email to Tony Spina at [spinaaw@dyc.edu](mailto:spinaaw@dyc.edu)). If the club purpose is related to athletics/recreation then the materials must be submitted to the Assistant Athletic Director/Head Men's Basketball Coach (CC117 or via email to Earl Schunk at [schunke@dyc.edu](mailto:schunke@dyc.edu)). Upon receipt of all required materials, the Student Association Programming Committee or Athletic Committee will meet with representatives from the group seeking recognition to review all submitted documents/materials and make a recommendation to the Student Association Senate. The full Student Association Senate will vote on the constitution. If

approved by the Student Association Senate, the final approval lies with the Vice President of Student Affairs/Enrollment Management. If the Student Association Programming Committee or Athletic Committee does not approve the constitution the organization seeking recognition can appeal to the Executive Committee of the Student Association.

## **B. Club/Organizations Rights & Privileges**

Official recognition by the Student Association provides an organization with the following privileges:

- 1) The right to seek funding/sponsor events that are in keeping with college policies and procedures.
- 2) The right to reserve college facilities for organizational meetings and activities.
- 3) The right to have copies made and to request the use of office supplies. Arrangements for use of the aforementioned must be made with the secretary for the Vice President of Student Affairs/Enrollment Management (CC 119). The cost of copies (see page 9 of this manual) and office supplies will be charged against the club account.
- 4) The use of the SA/Student Activities Facebook page and Twitter account, college bulletin boards and other systems approved for posting, including access to a club bulletin board in the Alt Building and the campus wide distribution list (DL Manager).
- 5) The right to have meetings and events scheduled in the college's activity calendar.

## **C. Maintaining Recognition/Status**

Each organization that wishes to maintain their recognized status must annually adhere to and/or complete the following:

- 1) Officers attend the annual DYC Leadership Orientation, and leadership training workshops scheduled throughout the year.
- 2) Club holds regularly scheduled meetings.
- 3) Participation in Club Day (Wednesday, September 9, 2015). Club Day offers each club on campus the opportunity to showcase the purpose of their club and the various types of events, services and opportunities offered to its members. Students have the opportunity to sign up for membership or to receive further information about the club during this event. Community organizations are also present at this event to allow for students and clubs to see what type of partnerships are available for them to participate in for community service/volunteer hours and/or donations.
- 4) Community involvement requirements include the following:
  - Participation/Donation in the annual Caring Campaign (**Refer to Appendix A**). This yearlong campaign requires clubs to connect with an outside organization (non DYC) and make a monetary donation of \$100 or donate needed items to that organization. (For example: clothes, toiletries, toys, etc. NOTE: value of donations must equal a minimum of \$100)
  - Participation in Casino Night (Friday, October 23, 2015). This event is an annual part of Family & Friends Weekend, run by the SA Programming Committee with the help of club officers/members. Club members sign up to assist with event setup, running the gaming tables and event cleanup. This weekend offers students the opportunity to invite family and friends to enjoy a weekend of events/activities on campus.
  - Participation in a community service project or activity, one each semester. This may take place on or off campus and verification of completion of the project/activity must be submitted to the Student Activities Office (CC 115) within 48 hours of completion of the service project.
- 5) Club President or designated representative must attend the SA President's Round Table Luncheon, one each semester (Wednesday, October 7, 2015 and Wednesday, February 10, 2015). This luncheon allows for clubs and the Executive Committee of SA

- to engage in the exchange of information regarding events/activities and to interact with one another. Club advisors are also invited to attend the luncheon(s).
- 6) Abide by all college policies and procedures (refer to the Calendar, Resource Guide & Planner, the college catalog or the college's website).
  - 7) All officers must maintain a cumulative and semester GPA of 2.5.
  - 8) All clubs must review/update the club constitution to accommodate the changing needs of the students and club at least once a year. Any revisions made to the constitution must be reviewed and approved by SA. Revised copies must be on file in the Student Activities Office (CC 115).

#### **D. Additional Expectations/Responsibilities**

Unlike section C, which are annual operational, procedures the items below must be followed throughout the course of the year.

- 1) All events or activities are to be registered with the Office of the College Center and Event Services and the Student Activities Office
- 2) Submit appropriate administrative paperwork and reports as directed by the Student Activities Office and Student Association.
- 3) Maintain an updated bulletin board displaying the club's mission, minutes from the most recent meeting, upcoming events and meetings in Alt building.
- 4) The Student Activities Office is to be notified, in writing, of any officer or advisor change.
- 5) For all budgets submitted to the Student Association a club representative must present the budget in person to the appropriate committee.
- 6) All email communications must be conducted on the D'Youville College email system, with NYC email addresses.

**Note that official recognition does not guarantee an organization financial support from the Student Association. Clubs must continue to be in good standing to seek funding and maintain rights and privileges.**

#### **E. Revocation of Recognized Status**

Recognized status of an organization may be revoked by the Student Association Senate, in consultation with the Assistant Vice President of Student Affairs/Director of Student Activities or at the request of the Assistant Vice President of Student Affairs/Director of Student Activities in the following instances:

- 1) If an organization does not follow its original intent and guidelines.
- 2) If there is a mismanagement of Student Association appropriated funds.
- 3) If the organization incurs financial debt.
- 4) If the organization is found to be responsible for serious violations of college policy or any local, state, or federal law.
- 5) Any club, which is inactive or does not meet club requirements for two continuous academic years, will lose its recognized status. Any club funds on account will revert to the Student Association. If the group wishes to reorganize, it will have to follow the steps listed under section A.
- 6) A student organization may appeal a decision concerning the revocation of its status to the Vice President of Student Affairs/Enrollment Management.

## **EVENTS**

D'Youville College student clubs and organizations sponsor many activities and events throughout the year. These vital programs entertain our students, provide service to our campus and the surrounding community, offer leadership opportunities and help our students develop positive relationships with their peers, faculty, and staff. The D'Youville College community appreciates and is thankful for our student leaders as their efforts enhance the college experience for all.

### **EVENT BUDGET REQUEST FORM** (Refer to Appendix B)

The Student Association supports many events and programs through funds provided by the student activity fee. The Student Association encourages clubs and organizations to seek SA funding for club sponsored events. The Student Association believes that club sponsored events enhance the quality of campus life, build a sense of community, provide fun entertainment, and complement the academic experience. All club events funded by the Student Association **must be open** to all D'Youville College students.

To seek funding from the Student Association for a club sponsored event, club representatives must complete an Event Budget Request Form and present their event idea and event budget to the appropriate Student Association Committee and/or the Student Association Senate. Budget requests that are over \$1000 must be recommended, by the appropriate Student Association Committee, to the full Student Association Senate for approval. If an event budget is approved, the club then can submit a check request for the approved funds. The Student Association cannot guarantee that a budget request will be approved or if a budget request will be approved in full. Please contact the Assistant Vice President of Student Affairs/Director of Student Activities or the Assistant Director of Student Activities/Event Services if you have any questions or need assistance in completing an Event Budget Request Form.

### **EVENT REGISTRATION FORM** (Refer to Appendix C)

All community service, educational, fundraising, recreational, social events, conferences and tabling sponsored by clubs and student organizations must be approved by the club advisor and also be approved and registered with the Office of the College Center and Event Services and the Student Activities Office. Event organizers must complete a club event registration form **four weeks prior** to the date of the event, regardless of **whether the event is being held on or off campus**. Club officers and event chairs/organizers must understand that simply completing an event registration form does not guarantee that an event will be approved. Approval of events is based on numerous criteria including appropriateness of the event, funding issues, calendar conflicts and facility concerns. Registering an event provides necessary information to various people who can assist the organization in running a successful event.

## **CLUB ACCOUNTS**

The Vice President of Student Affairs/Enrollment Management along with the Student Association Treasurer manages a financial account. Within this account are individual club budget accounts. These budget accounts operate similar to a banking account as deposits, transfers, and checks can be processed through the account. An original account ledger is housed in the office of the Vice President of Student Affairs/Enrollment Management and a copy of the ledger is provided to the club at the beginning of the academic year. When a transaction occurs, the Student Association Treasurer will record this activity on the club's account ledger. For their own club records the treasurer of the student organization is expected to maintain a ledger on the behalf of the club. A club may review their account at any time by contacting the Vice President of Student Affairs/Enrollment Management, the Assistant Vice President of Student Affairs/Director of Student Activities or the Student Association Treasurer.

To ensure effective management of the account and the financial process club officers are expected to:

- 1) Review and understand the appropriate policies and procedures that apply to the requested transaction.
- 2) Complete correctly the appropriate paperwork necessary for the processing of the transaction.
- 3) Submit paperwork within the time frame indicated. Plan ahead and do not wait until the last minute or after deadlines.
- 4) Consult with an Advisor, the Assistant Vice President of Student Affairs/Director of Student Activities or the Vice President of Student Affairs/Enrollment Management on financial matters. Ask questions and seek assistance when needed.
- 5) Review and manage the club account diligently. Be aware and record all financial transactions immediately.

### **CLUB ACCOUNT PROCEDURES**

- 1) Student Association funds are available to a club/individual only after the appropriate Student Association Committee/Student Association Senate has approved a budget request. Budgets should be submitted four weeks prior to the event. A representative from the sponsoring organization must present the budget to the appropriate Student Association Committee/Student Association Senate meeting.
- 2) Each club must register a club account signature form (**Refer to Appendix D**) with the names and signatures of up to **three officers** with the Vice President of Student Affairs/Enrollment Management. These will be the **ONLY** people who can request checks. All checks must be signed for when picked up.
- 3) Check requests must be put in the SA treasurer's mailbox at least two weeks before the check is needed. **We cannot guarantee that last minute requests will be completed!**
- 4) All check requests for club money must be requested by a club officer, signed by **one** of the registered club officers or club member and the club advisor. Check requests must also include documentation, such as invoices, approved budget requests, etc. which should be attached to the check request.
- 5) Clubs can submit a check request from their own funds, held by the Student Association, at any time, with the appropriate club approval.
- 6) The Student Association **is not** responsible for any expenditures made without an approved budget, or for expenditures above the approved budget total.
- 7) Checks will be available through the office of the Vice President of Student Affairs/Enrollment Management (CC 119).
- 8) If a student uses their own money to purchase an item and wishes to be reimbursed by a club or the Student Association, **receipts must be submitted along with the check request**. To receive a reimbursement, budgets must be approved prior by clubs and/or the appropriate Student Association Committee/Student Association Senate.
- 9) Food service, security, photocopying, supplies, etc. are items that will be billed after an event/activity.
- 10) Deposits may be brought to the office of the Vice President of Student Affairs/Enrollment Management during regular business hours (8:30 AM-4:30 PM). You will be asked to indicate the club name, the name of the officer depositing the funds and where the money

came from (i.e., bake sale, T-shirt sale, etc.), and what the money will be used for (if it is for general funds, that is acceptable). A receipt for the deposit will be given to you. No loose change will be accepted for deposit. Only cash and check/s will be accepted.

### **CHECK/TRANSFER REQUEST FORM** (Refer to Appendix E)

A check/transfer request is the form to be used when requesting funds from your club account or from the Student Association. Clubs can submit a check/transfer request for funds from their own account at any time with appropriate club approval. **Clubs may only submit a check/transfer request of Student Association funds after the appropriate Student Association Committee/Student Association Senate has approved a budget request.** Check/transfer requests must be submitted at least **two weeks** before the check is needed.

A transfer is an internal process that transfers funds from one club account to another club account.

### **CHECK/TRANSFER REQUEST POLICY FOR STUDENT ASSOCIATION FUNDING**

- 1) A budget must be approved **before** a check request is submitted. No funds may be spent until the Senate, or the appropriate Student Association Committee officially approves the budget. If funds are spent before official approval, the individual or group may be held liable for the expenditure.
- 2) Check request forms are available in the office of the Assistant Director of Student Activities/Event Services (CC 120A) or the Student Association Office (CC 109). A separate check request must be submitted for each check that is needed.
- 3) A check request form must include ALL supporting documentation, including receipts, invoices, the submitter's name, date needed, exact and detailed purpose of expenditure, exact name for which check is made payable and the exact amount of the check. **NOTE:** A check request may be returned for lack of information.
- 4) If items are not billed directly to SA, checks will not be authorized unless accompanied by receipts. If no receipts are available at time of the submitted request and an advance is granted, receipts must be turned into the secretary for the Vice President of Student Affairs/Enrollment Management (CC 119) within two weeks of the event. The receipts must pertain to the budget for an event or organization. If no receipts are turned in, the person requesting the check will be held accountable for all monies and the club will receive no reimbursement.
- 5) The person requesting the check is responsible for returning any unused monies and receipts to the secretary for the Vice President of Student Affairs/Enrollment Management within **two weeks** of receiving the check. Receipts will be checked against the requested amount and budget. If there are any discrepancies, the person requesting the check will be held accountable for all monies.
- 6) Failure to comply with this policy will result in no funding for future events for the person/club/organization.
- 7) SA is not responsible for costs beyond the budgeted amount. A supplementary budget may be submitted prior to the event. However, SA **DOES NOT** guarantee passage/approval of that budget.
- 8) Processed checks may be picked up in the office of the Vice President of Student Affairs/Enrollment Management (CC 119). Please make sure all check requests are in

**TWO weeks** prior to the date needed to eliminate any unnecessary problems. **SA will not guarantee last minute check requests will be completed.**

- 9) If there are any unforeseen problems or questions see the SA Treasurer or the Vice President of Student Affairs/Enrollment Management (CC 119).
- 10) SA does not write checks to itself or to accounts it holds. If you need to move funds from your account to another club account this is to be done by a transfer.
- 11) Request of a transfer can be made on the regular check request. Be sure to indicate what account the money is coming from and what account the money is going to be credited. Be sure to indicate that this is a TRANSFER OF FUNDS.
- 12) Transfers, once processed, will be done automatically. You will not get any paperwork back on the transfer.

### **EVENTS WITH ALCOHOL** (Refer to Appendices F, G)

Student clubs and organizations may sponsor on or off-campus events that serve alcohol as long as the event complies with Federal laws, State laws and D'Youville College policy. Approved on campus events with alcohol can only be held in the College Center Porterview Room (CC PVR). Event organizers must understand and abide by all established standards and complete required paperwork.

### **CLUB AND INDIVIDUAL CONFERENCE/TRIP FUNDS**(Refer to Appendix H)

The Student Association supports learning outside of the classroom by providing funds to students and clubs for conferences, workshops and/or trips that are service oriented in nature. The funds are limited and are distributed on a first come, first served basis. A Conference/Trip Budget Request form must be completed, reviewed for recommendation by the SA Monetary Committee and approved by the SA Senate in order for a student or club to receive funds.

#### **A. Eligibility**

Only D'Youville College students who are attending a conference/trip or workshop that is service oriented in nature are eligible for conference funds.

#### **B. Request Process**

Each individual/group requesting Student Association funding for involvement in a conference must complete a Student Association Conference/Trip Budget Request Form and submit their request to the Student Association Monetary Committee via the Director of the College Center/Coordinator of Event Services (CC 111). Additionally the individual/group must also provide to the Student Association Monetary Committee the following information:

- 1) How the individual/group will be involved in the conference/trip/workshop.
- 2) How their attendance benefits the club, D'Youville College or the Student Association
- 3) The reason for their attendance.

### **C. Additional Information**

Additional questions may be asked by the Monetary Committee. The committee will evaluate each request on a case-by-case basis and then make their recommendation based on the information presented. This recommendation is then presented to the Student Association Senate for a vote. If the Senate approves the request, a check request may then be submitted for no more than the sum approved by the Senate.

**NOTE:** The individual/club requesting funds may be requested to attend the Monetary Committee meeting when their request is to be reviewed. Funds are limited and are granted on a first come first served basis. Documentation indicating the contribution of and/or the fundraising efforts of the individual and/or club should be included in the request.

### **D. Post Conference/Trip Wrap Up**

Receipts for SA money received must be placed on file with the Student Association Monetary Committee (CC 111) no later than 2 weeks after the convention/workshop/trip is completed.

### **CLUB COMMUNITY SERVICE ACTIVITY SHEET (Refer to Appendix I)**

The Club Community Service Activity Sheet is a form used to document community service activities completed/performed by students and student clubs. In addition, Campus Ministry uses information from the form to create a volunteer database. Individual students may receive a Community Service Activity Sheet to document and verify their community service activities. The Community Service Activity Sheet can be used as support for a graduate school application, scholarship, and resume etc.

### **FACILITY RESERVATIONS**

Recognized student clubs and organizations have the right to reserve college facilities for organizational meetings and activities. Campus facility usage is in high demand and is approved on a first come first served basis. Student leaders must understand that planning ahead is crucial and the college cannot guarantee space will be available. The Director of the College Center/Coordinator of Event Services and staff will do their best to work with student leaders to accommodate their requests and needs.

Please follow these steps when reserving college facilities:

- 1) Complete an event registration form (**Refer to Appendix J**) with appropriate approvals before confirming a location of the event. Confirm the location of the event with the Director of the College Center/Coordinator of Event Services (CC 111). **Do not publicize an event prior to the completion of this process.**
- 2) When contacting the Director of the College Center/Coordinator of Event Services be prepared to provide as much information as possible in regard to:
  - a. Date/Time desired (have a backup date in the event other events/activities preclude your event from taking place on the desired date/time)
  - b. Location desired (have a backup location in case your first choice is already taken.)
  - c. Set-up needs (i.e. placement of furniture, additional number of tables and chairs).
  - d. Audio-visual needs.
  - e. Type of event (i.e. meeting, dance, poster presentation, conference, etc.)

- f. Need for food service.

### **FUNDRAISING POLICY**

In accordance with D'Youville College Policy, all clubs must complete an Event Registration Form and register the event with the Office of the College Center and Event Services and the Student Activities Office at least four weeks in advance. Approval of fundraising activities will be based on:

- 1) The type of fundraiser being planned and its purpose.
- 2) What other fundraising activities are scheduled on or around your requested date(s). **NOTE:** Dates are handed out on a first come, first served basis. After the fundraiser is approved, those groups requiring table space in ALT, must contact the Director of the College Center/Coordinator of Event Services (CC 111) to reserve a table.
- 3) Available space, if facilities are required.

For large fundraisers that will bring in funds of \$200.00 or more it is strongly advised that those in charge keep accurate records. This should include who sold what, how much money was received from each seller, who has outstanding items, and how much was spent on fundraiser expenses. Accurate records will avoid problems and questions, and protect you and your organization. If you need assistance with this please contact the Student Activities Office or the Vice President of Student Affairs/Enrollment Management.

Accurate records are also a must when doing shirt/sweatshirt/hat, etc., sales. Take the time to properly record names, sizes, special requests, etc. It will help avoid problems. Some fundraisers, especially those seeking monetary donations, may require the approval from the Vice President of Institutional Advancement. **(Refer to Appendix K)**

### **POSTER POLICY/PROMOTION**

In order to keep the D'Youville College community as well informed as possible as to the many activities on and off campus, and at the same time keep the environment neat and clean, we ask student leaders to adhere carefully to the poster policy. With your cooperation we are sure that the information will be displayed effectively while we protect the appearance of the facilities.

**Information may be posted under the following guidelines:**

- 1) It is not placed on painted surfaces, walls or in some cases glass surfaces.
- 2) It is not posted on the small information boards outside of classrooms.
- 3) It is not posted on bulletin boards clearly marked for other purposes.
- 4) Do not post over another organization's publicity.
- 5) Remove postings immediately after the event.

The above guidelines will be monitored. If your publicity is deemed offensive or is posted in an inappropriate manner, it will be removed. **\*\*Please be prompt in removing your publicity as soon as your event is over. Repeat offenders will lose posting privileges.**

### **AUDIO VISUAL NEEDS**

Club officers can reserve audio and visual equipment needs for meetings and events by contacting Academic Computing or when making facility requests with the Director of the College Center/Coordinator of Event Services. Generally speaking, the Director of the College Center/Coordinator of Event Services manages audiovisual needs within the College Center and the Academic Computing staff (BFAC 009) supplies equipment for the rest of the campus.

### **COPIES**

Student leaders may make copies of club related information for posting and distribution. To have copies made, provide a copy to the secretary for the Vice President of Student Affairs/Enrollment Management (CC 119) at least 3 days before you need the copies. The club account will be charged for the copies.

### **TABLING**

Various locations may be reserved to conduct fundraising events and information distribution by recognized student clubs. The Office of the College Center and Event Services supports fundraising efforts of all clubs but will not schedule competing fundraisers at the same time. Competing fundraisers are defined by Student Activities as the sale of similar items by two student organizations in which the simultaneous sale of these items may have a negative impact on one or both of the student organization's efforts. These locations are reserved on a first come first served basis. To reserve a location, student leaders need to complete an Event Registration form and facility reservation form and turn both forms into the Office of the College Center and Event Services Office (CC 111).