



**Orange County Community College
Student Activities Office**

CLUB RESOURCE MANUAL

Please forward any questions or suggestions to Steve Harpst,
Director of Student Activities, Shepard Student Center,
845-341-4230, steve.harpst@sunyorange.edu

REGISTERING A STUDENT CLUB

Starting a new club

In order to start a new club at SUNY Orange, there are several simple but important steps to follow:

- 1) **Meet with the Director of Student Activities**-This initial meeting is to discuss your idea for a club, review the requirements and paperwork, and talk about how the Student Activities Office can assist you. To schedule a meeting, call 341-4230 or stop by the Student Activities Office in the Shepard Student Center.
- 2) **Recruit Members**-A club must have at least 10 active members in order to be recognized. Active members attend meetings regularly and participate in group events and planning. All members must be currently enrolled, credit students at SUNY Orange. The Student Activities Office can help you in your recruitment efforts by reserving rooms for meetings and reproducing fliers, posters and other advertisements. Word of mouth can also be a very effective recruitment tool. Talk to students in your classes and in the cafeteria and student lounges.
- 3) **Find an Advisor**-All clubs are required to have a Faculty or Staff Advisor, but finding the right one can sometimes be difficult. A good advisor is extremely important to a club's success. They must be an active and involved part of your club, and not just a name on paper. They can help you avoid potential problems and to best use available College resources to accomplish your club goals. The advisor does not run your club---student clubs are always student run. However, their experience and knowledge is extremely important and their suggestions and feedback should always be seriously considered. The best way to find a good advisor is to talk with faculty and staff members that you know well. While they may not be best suited to be your club advisor, they may be able to recommend a colleague that could help. Before deciding on an advisor, your club should meet with him/her and review the expectations outlined in the Club Advisor Agreement (**APPENDIX A**). The Club-Advisor relationship should be viewed as a partnership with expectations on both sides and in which frequent and open communication is the key to success.
- 4) **Write a Constitution and Complete the Club Recognition Paperwork**-Every club is required to have a constitution. This is a very important document because it lays out how your club is going to operate and the rules that you will follow. Important elements might include job descriptions for officers, how and when elections are held, and, for those "worst-case scenario" situations, how and under what circumstances members and/or officers may be removed. Writing the constitution should be taken very seriously and all members should be involved, especially in approving the final draft. A sample constitution as well as copies of the other required forms (Club Recognition Form, Membership List and Club Advisor Agreement) are available in the Student Activities Office (see **APPENDIX A**). The staff can also assist your club with writing your constitution. Once all of the forms are completed, they should be returned to the Director of Student Activities.

- 5) **Meet with the Student Activities Committee and the Student Senate-** The final step in the recognition process is to obtain the approval of the Student Activities Committee and the Student Senate. When you return your completed forms to the Director of Student Activities, he will schedule a time for you to meet with the Student Activities Committee. The committee's job is to review the applications of all new clubs, paying particular attention to purpose, goals and the constitution. Once the Student Activities Committee has approved the application, it is forwarded to the next scheduled Student Senate meeting for final approval. It is strongly recommended that the club send representatives to both of these meetings to answer questions that may arise.

What does Club Recognition mean?

Congratulations! You are now a recognized club. So...what does that mean? In the big picture, it means that your club is now officially part of the College and will be included in official listings and publications such as the College Catalog, the Student Handbook, and the College Website. In a more practical sense, it means the club can:

- reserve rooms and facilities on campus
- hold meetings and sponsor events on campus
- advertise and post notices on campus bulletin boards
- hold fundraising events
- apply for funding from the Student Senate
- have a mailbox in the Student Activities Office and receive mail at the College
- make use of Student Activities resources including faxing, photocopying and producing posters

Maintaining Recognition

In order to maintain recognition, all clubs must submit the following to the Student Activities Office every semester:

- Club Recognition Form
- Membership List (clubs must maintain a minimum of 10 active members)
- Signed Club Advisor Agreement

These forms are sent to every club at the beginning of each semester with the Student Senate budget forms and guidelines. They must be returned to the Student Activities Office by the advertised deadline or the club will lose its recognition and all related privileges. A club would then have to reapply for recognition.

Who Can Participate in Student Clubs?

All clubs are open to any currently-enrolled SUNY Orange credit student. Alumni or students not currently enrolled may not participate in a club. There is no minimum grade point average required to be a member of a club, but club officers are required to maintain a 2.0 or better semester and cumulative grade point average.

Code of Conduct

All students and clubs are required to abide by the Student Code of Conduct which is printed in the Student Handbook (available at the Shepard Student Center Information Desk). This includes club events and trips held off-campus. Clubs are expected to, within reasonable limits, be responsible for their member's and guest's actions. The club and any individuals involved will be held responsible for any violations of the Code and clubs may face restriction of privileges or suspension or revocation of College recognition.

FINANCES

Student Senate Budgeting Process

All recognized student clubs are eligible to submit a budget request to the Student Senate each semester. Copies of the budget forms and guidelines (**APPENDIX B**) are put into club mailboxes around the second week of classes each semester along with a memo from the Senate treasurer detailing the deadline for submitting all requests. A sample of a completed budget is also provided. It is very important that all instructions are followed and budgets are submitted on time. Incorrect or incomplete budgets will be returned to the club and the delay may result in less funding being available for the club. If an extension of the deadline is required, requests must be put in writing and left in the Senate treasurer's mailbox. It is important to remember, however, that other club requests that were submitted by the deadline will continue to be reviewed and late budgets may receive decreased funding based on the amount of funds left to allocate. It is also important that as much detail as possible is given in the budget requests. For example, if a request is being made for a speaker, the anticipated date of the speech as well as the speaker's name and/or the subject of the talk should be provided. The more detail that is provided, the easier it is for the Student Senate to expedite the request.

Once budget requests are received by the Student Senate, hearing dates will be set to review the requests with representatives of each club. Clubs will be notified of the hearing dates and times via their mailboxes. It is strongly encouraged that clubs send either the treasurer or a representative who is familiar with the budget. If no representative is sent, the Senate will make cuts/adjustments to the budget based on available information. Once the finalized budgets have been approved by Student Senate, a copy will be returned to the club through their mailbox. It is very important that this copy is kept in the club records for use during the semester and as reference for future club treasurers. Allocated funds can only be used for the items detailed in the budget. Requests for changes to the budget or appeals of the allocation amount may be made in writing to the Senate treasurer. Any questions about the budget process should be directed to the Student Senate treasurer or the Student Activities Office. All budgets close for the semester on the last day of classes. All arrangement for payments must be made by that time. Any remaining budget money left after the last day of classes will be returned to the Student Senate for re-allocation the next semester.

Fundraising

All clubs are encouraged to do fundraising to supplement what the Student Senate can provide. There are many types of fundraising activities available and clubs are encouraged to be creative and try new and different projects. Raffles (including 50/50s) are not permitted, but there are many other options available. Clubs looking to do fundraising must speak with the Director of Student Activities before arrangements are made and the event is held to make sure the planned event meets all College and legal guidelines. Any funds collected through fundraising efforts must be brought to the Student Activities Office for deposit in the College Association.

Bake Sales

Bake sales are permitted on campus only when they are reserved through the Student Activities Office and if all guidelines are followed. Bake sales may take place between 7am and 11am. Club members may provide baked items such as cookies, brownies, breads, etc. Coffee makers are available for club use and may be reserved through the Student Activities Office. Items such as sandwiches, soups or other items “prepared on-site” are not permitted. Clubs are encouraged to plan ahead and advertise their bake sale in order to receive the best return on their efforts.

Food Giveaways

The Student Activities Office provides a unique fundraising opportunity to all clubs through the Food Giveaway Program. Food giveaways are held weekday evenings in Harriman, Bio-Tech and at the Newburgh Campus to provide refreshments for evening students on their way to class. The Student Activities Office pays for all the refreshments. Club members shop for the giveaway items at Shop-Rite with a charge card provided by Student Activities and staff the event. Clubs are permitted to do no more than three giveaways per semester (2 in Middletown and 1 in Newburgh). Clubs will receive \$125 for each Middletown giveaway and \$150 for each Newburgh giveaway. There are a limited number of dates available each semester. Clubs may sign-up for dates beginning on the first day of classes for each semester in the Student Activities Office. When reserving a date, each club will receive a guidelines sheet for the event detailing what items are appropriate to purchase for the giveaway, when they need to be set-up and other details (**APPENDIX C**). Failure to follow these guidelines will result in the club not being paid for that giveaway and possibly the loss of future giveaway dates.

How to Spend Your Money

Vouchers

The most common, as well as the preferred, way to make a payment is by completing a voucher. A voucher is a request to have a check made out to a person or business from a club account. A sample of a completed voucher is included in this handbook (**APPENDIX D**). All vouchers must be correctly filled out including the name of the individual or business the check is being made out to, the exact amount due, what the payment is for, and what account the money is coming from. Clubs have up to three possible accounts to draw funds from:

1. Student Senate Budget
2. Food Giveaway Funds-If a club has done a food giveaway, it can use the money it is given at any time. To check the balance of funds available from food giveaways, contact the Student Activities Office.
3. Club Account-If a club does ongoing fundraising, an account is set up with the College Association to hold onto those funds. The money may be used by the club at any time and never goes away as long as the club remains active and in good standing.

Once the voucher is completely filled out, it must be returned to the Student Activities Office to be signed by the Director. **Vouchers must be received in the Student Activities Office at least five days prior to the date the check is needed. Vouchers which are not done correctly will be returned to the clubs mailbox and will likely delay payment.**

Tax Exempt Certificates

The College is exempt from New York State Sales Tax. Certificates are available from the College Association which must be presented to merchants prior to any club-related purchase in order to have the sales tax removed. The College will not reimburse for any sales tax paid and individuals will be personally responsible for the amount of the tax.

Reimbursements

While students are encouraged to not use their own money for club purchases, reimbursements are available for those that choose to do so. To receive a reimbursement for an approved purchase, a voucher must be completed and brought to the Student Activities Office with the receipt(s) for the purchase.

Reimbursements will not be given without a matching receipt.

SAO credit card

For special purchases requiring a credit card (hotel reservations, online or phone purchases, etc) the Student Activities Office has a credit card available for club use. Clubs should bring all information regarding the purchase to the Student Activities Office and the staff will use the card to help you complete the transaction.

Ordering T-shirts and Other Promotional Items

Many clubs like to order t-shirts, hoodies and other promotional items for the members. The Student Activities Office has a large selection of imprintable items and maintains relationships with a number of companies that do this type of printing. When planning to order such items, clubs should first stop in the Student Activities Office to determine options and pricing. Any orders for shirts or other imprintable items must be placed no less than 3 weeks prior to the last day of classes to allow proper processing time.

EVENT/ACTIVITY PLANNING

Planning Events

Whenever a club plans an event, whether it is a dinner, a trip, a tournament, a speaker or anything else, it takes time, organization and planning to do it right. There can be College regulations and details that, if overlooked, can ruin an event. The staff of the Student Activities Office have years of experience in event planning and management. When planning an event, it is always a good idea to get input from them.

Role of the Advisor

The club advisor must be at all club events. This is a College rule and there are no exceptions. When planning an event, make sure to discuss it with the club advisor early in the process to make sure they will be available to attend.

Reserving a Room

All rooms for a meeting or event on campus must be reserved through Karen Reid in the Student Activities Office. Please bring the dates and times required as well as the specific room you want, if there is one. Karen will put your request in to the Central Scheduling Office. As soon as she receives notification that your request is approved, she will leave a note in your mailbox. Keep in mind this may take a couple of days.

Technical Needs

If you are having a meeting or event that requires technical assistance or equipment (television, dvd/vcr, projector, sound system, etc), you must make that request to Karen Reid in the Student Activities Office no less than five days before the date of your meeting or event. If a request is made less than five days prior to your event, it may not be met.

Posting Policy

Orange County Community College
Policy for Posting Advertising and Materials

1. Promotional materials may be posted on campus by recognized student organizations or College departments. The sponsoring group must be identified on posted materials. The Director of Student Activities can make exceptions.
2. All promotional materials to be posted from groups outside the college community must be approved and stamped by the Office of Student Activities.
3. Promotional materials must be placed only on bulletin boards or designated posting areas. Bulletin Boards and cases reserved for specific clubs, offices or departments may not be used.
4. Posters and flyers placed on walls, doors, windows, trees or painted surfaces will be removed.
5. Student organizations and College departments are responsible for the removal of materials within 24 hours after the event.
6. Materials depicting or announcing activities at which alcohol is to be served are prohibited. Materials promoting activities sponsored by alcohol manufacturers are prohibited.
7. Posting on campus is not a right, it is a privilege open to members of the College community. Postings are permitted only on certain exterior and interior areas. Messages that contain abusive language, threats or obscenities will be removed, as well as all messages, regardless of content, that appear in prohibited locations or that fail to comply with other relevant restrictions.
8. Student organizations or individuals that violate this policy may lose posting privileges and/or face disciplinary action.

**Please note that all clubs must now have any materials to be posted stamped by the Student Activities Office. Flyers and posters should be brought to the Information Desk to be stamped before they are duplicated.*

Movie Policy

Many clubs would like to show movies as part of an event or a meeting. In order to hold a public screening of any film, the rights to hold the screening must be obtained from a film distributor and a licensing fee must be paid. Fees for films can range anywhere from \$100 up to as much as \$600 for recent releases. It is important to understand that renting a dvd or video only covers the right to show that movie in a private home. To show it anywhere else, including classrooms, a licensing fee must be paid. Showing a film without obtaining the licensing rights can result in huge fines from the film production company. The Student Activities Office can assist clubs in obtaining the rights for a film. Showing a film without following these guidelines will result in possible disciplinary action being taken against the club.

Planning a trip

Most clubs do at least one trip a year. The College has some very specific requirements that must be followed. Questions about any of the following information should be directed to the Student Activities Office.

Trip paperwork

Any club planning a trip must submit a completed Travel Approval Request form (**APPENDIX E**), signed by the club advisor, no less than two weeks prior to the date of the trip. It is also important to remember when scheduling a trip that **a club advisor is required to accompany a club on any trip.** It is the club's responsibility to cover the advisor's mandatory costs (transportation, lodging, required admissions and similar expenses) through budget requests and/or fundraising. The club is not required to cover food or ancillary expenses for the advisor. The club is not responsible to cover any expenses for additional advisors who wish to attend. Also, every person going on a trip, even non-student guests, must fill out and sign a Waiver of Liability (**APPENDIX F**). Completed waivers must be submitted to the Student Activities Office no less than two weeks prior to the trip. Students and guests that do not have waivers submitted by the deadline cannot go on the trip.

Vans, Buses and Personal Cars

Personal Cars-Students may carpool and use personal vehicles for club trips if they wish.

Van Rental-If needed, clubs may rent mini vans from Enterprise Rent-A Car (phone 374-5010). When making a reservation, specify that it is for a club at Orange County Community College and billed to the Student Activities Office. They do not require a credit card for your rental, but they will require the name and driver's license for each driver (Enterprise requires all drivers to be at least 25 years of age). Before making the reservation, clubs must notify the Student Activities Office how they will be paying for the rental (Senate Budget, Food Giveaway Funds or Club Account) and ensure they have sufficient funds to cover the charges. It is the club's responsibility to obtain a final bill from the rental company and submit a voucher to Student Activities for payment within one week of the trip. If this is not done, clubs may be held responsible for the final costs from their fundraising accounts. Vehicles must be returned to Enterprise with the same amount of fuel they had when signed out. Enterprise will charge a very high refueling fee if this is not done and this cost will be passed on to the club. Clubs that do not follow these guidelines may be restricted from using vehicles in the future.

An Important Note regarding Rental Vehicles and Insurance

All vehicles rented through Enterprise for authorized College activities come with Enterprise's insurance coverage for the vehicle. College employees are also covered by the College's policy over and above what is not covered by Enterprise. Students, however, are NOT covered by the College policy and, therefore, any coverage beyond that provided by Enterprise is the responsibility of the student driver's personal insurance and/or the student him/herself.

Buses- For trips involving larger groups, clubs have the option of renting a bus. Bus rentals must be done through the Student Activities Office. Clubs should remember that bus rentals are expensive (approx. \$1100 for local day trips) and usually require advance booking of at least a month. A club using a bus for a trip must open the trip to any student on campus and must advertise the trip accordingly. Also, all students must sign-up for bus trips at the Student Activities Office, including club members. The club member coordinating the trip should bring the trip info to Karen Reid in the Student Activities Office as early as possible so the sign-up list can be created.

Tickets-

If a club is taking a trip that requires advance purchase of tickets (museums, tours, etc.), arrangements can be made through the Student Activities Office to buy the tickets.

BUILDING A STRONG ORGANIZATION

Recruiting and Retaining Members

The current and future success of any club depends on how well it recruits and retains its members. The Student Activities Office requires all clubs to have an active membership of at least ten students in order to maintain recognition. Hopefully, clubs will strive to have far more than the required 10 members. The Student Activities Office sponsors a major event each semester to help clubs in their recruiting efforts (Student Life Day in September and the Club Fair in February), but membership recruitment should be an ongoing effort. Every event a club sponsors, every advertisement that is hung on a bulletin board, is a chance to let other students know about the club and encourage them to get involved. Clubs can set up recruitment tables outside the cafeteria in the Shepard Student Center, or in any other building, by making a reservation with Karen Reid in the Student Activities Office. All club members should look for opportunities to get other students involved.

Once you have new members coming to a club meeting, you have to keep them involved and interested. Some strategies include:

-Take time in the meeting to have the members introduce themselves and help new members become more familiar with the group.

-Encourage new members to join in discussions during the meeting. Remember that, as new members, they may not be aware of what has been going on and can feel left out. This may cause them to not come back. Let them know the current topics and projects under discussion.

-Ask new members to take on a particular role or task in an upcoming event, such as helping with publicity.

Find some way to get them involved and feel welcomed and, chances are, they will keep coming back.

Working with SAO

The staff of the Student Activities Office is here to help answer questions and assist clubs in planning and carrying out successful events and activities. Club officers and members, as well as all students, are encouraged to call, email or stop by anytime. Listed below are some of the services offered to clubs at SUNY Orange.

Mailboxes

Every Student Senator and each recognized club has a mailbox in the Student Activities Office. This is the primary method of communication between the Student Activities Office, the Senate and the clubs. Clubs should check their mailbox at least a few times a week. Mailboxes for clubs on the Newburgh Campus are located at Student Services Central in Kaplan Hall.

Copies

The photocopier in the Student Activities Office is available for club use. The office staff will assist with making copies of minutes, fliers or anything related to club business. If a club needs a larger number of copies (more than 50), Student Activities staff will help complete a Photocopy Request Form, which can be dropped off at the copy center in Orange Hall. Please keep in mind that copy center orders may take up to five days to complete. Student Activities also has a color copier available for clubs to use for flyers, brochures and other promotional materials.

Fax

There is a fax machine in the Student Activities Office available for club use. Please contact the Student Activities staff if you need to send or receive a fax.

Posters

The Student Activities Office has the ability to produce full-color posters up to 40 inches wide for club events and promotions. The club must design the poster and send it to the Student Activities Office as an electronic file by email or on a cd or flash drive. If assistance is required with design or layout, the staff in the Activities office can help.

Working with Student Senate

The Student Senate is the representative body of the 5,000+ students of Orange County Community College. The Senate also oversees all of the College's clubs including allocation of budgets and creation of club standards and policies in conjunction with the Student Activities Office. The Senate is composed of 10 Senators chosen in campus-wide elections and 5 Senators-at-Large selected by the Senate from applications. Club members are encouraged to share questions and concerns with the Senate at any time. The Student Senate office and meeting room are located in the Shepard Student Center cafeteria. The Senate meets every Thursday at 11am and meetings are open to any student. Individual Senator office hours are posted on the office door.

Each year, one Senator is appointed to serve as Club Liaison. It is this person's responsibility to visit each club's meeting at least once a semester to answer questions and take feedback and suggestions for the Student Senate. The Liaison also plays a major role in organizing the COLT Night. COLT Night (Club and Organization Leadership Training) is a dinner meeting held once each semester to bring together the Student Senate and representatives of all clubs. It is an opportunity to ask questions, share ideas and look for opportunities to work together. Each semester a nationally-known speaker also presents a program to help develop and hone leadership skills. Each club is required to send two representatives to COLT Night in order to maintain their Student Senate budget. Notice of the date and location for the meeting is sent out in advance through the club mailboxes.

Conducting a meeting

Conducting an organized and efficient meeting is much more difficult than it seems. Running a good meeting means that decisions are made fairly, everyone has the opportunity to voice their opinion, and the club is able to accomplish its plans and goals. In most organizations, it is the job of the President to run the meetings. While practice is the best way to improve your skills, just as important is the time put into preparation before each meeting. An agenda should be prepared with all of the items to be discussed at the meeting and the President should be prepared to keep an eye on the clock to make sure everything gets done in the allotted time. The agenda should be distributed to club members prior to the start of the meeting. All group decisions should be made by a vote of the membership after time is made for discussion. The overall goal is to create an atmosphere of order and fairness within the meetings. Most organizations use the standard practices of parliamentary procedure to run their meetings. The most frequently recognized resource for parliamentary procedure is Robert's Rules of Order. A summary of some of the basics from Robert's is located in the back of this handbook (**APPENDIX G**). The Student Activities Office offers resources and can do workshops for groups interested in running more effective meetings and learning more about parliamentary procedure.

Officer Transition-Passing on What You Know

Each year new club officers eventually wander in to Student Activities, essentially unaware of what their responsibilities are and what resources are available to them. Most don't even know they have a club mailbox. What they tell the staff is almost always the same—"The old officers just left and nobody told me anything."

For a club officer, taking the time to pass on what you know to the next year's officers (or potential candidates if elections have not been held yet) is one of your most important jobs. It does not have to be a difficult process. These steps can help ease the transition process:

- Officers should inform club members about what they are doing during regular meetings so everyone understands the basics of their jobs. The officers' roles within the club should not be a big secret.
- Target members who are interested or might make good officers early on in the year. Encourage them to get more involved.
- Utilize your advisor! The club advisor should be the one guaranteed constant within the club from year to year. Keep them informed and active and encourage new officers to meet with them first thing at the beginning of the new year.
- Keep good records! Past semester's budgets, meeting minutes and copies of any correspondence are basic club records that are invaluable to new officers. Keep them in a safe place (with your advisor possibly) and make sure they are kept up-to-date and everyone knows where they are.
- Use this handbook as a guide. All club members should know the information in this publication. Informed and involved members are the key to a smooth transition between years and help the club to accomplish more.

APPENDICES

- APPENDIX A- Club Recognition Form
Membership List
Club Advisor Agreement
Constitution Checklist
Sample Constitution**
- APPENDIX B- Budget Request Form
Budget Guidelines**
- APPENDIX C- Food Giveaway Procedures**
- APPENDIX D- Sample Voucher**
- APPENDIX E- Travel Approval Request Form**
- APPENDIX F- Trip Waiver**
- APPENDIX G- Parliamentary Procedure Basics**



STUDENT ACTIVITIES OFFICE
SHEPARD STUDENT CENTER

CLUB RECOGNITION FORM

CLUB NAME _____

CLUB PURPOSE _____

MEETING TIME/LOCATION _____

*The Student Activities Office will assist you in finding and reserving an appropriate meeting room. Please submit all room requests to Karen Reid
krcald@sunyorange.edu.*

FACULTY ADVISOR(S) _____

PHONE _____ EMAIL _____

CLUB OFFICERS:

All officers are required to maintain a minimum 2.0 QPA and CQPA and be in good academic and disciplinary standing with the College.

PRESIDENT: _____ A# _____

PHONE: _____ EMAIL: _____

VICE PRESIDENT: _____ A# _____

PHONE: _____ EMAIL: _____

SECRETARY: _____ A# _____

PHONE: _____ EMAIL: _____

TREASURER: _____ A# _____

PHONE: _____ EMAIL: _____

WHEN ARE YOUR CLUB OFFICERS ELECTED?

___ SEPTEMBER ___ DECEMBER ___ JANUARY ___ APRIL



STUDENT ACTIVITIES OFFICE
SHEPARD STUDENT CENTER

MEMBERSHIP LIST

In order to receive and maintain recognition, a club must have a minimum of 10 active members. These members must be currently enrolled SUNY Orange students. Please make sure that this is your final list of active members and not a recruitment or interest list.

PLEASE PRINT LEGIBLY

	NAME	A#	PHONE #	EMAIL ADDRESS
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PLEASE PHOTOCOPY THIS PAGE IF ADDITIONAL SPACE IS NEEDED



CLUB ADVISOR AGREEMENT

I, _____ agree to serve as the Advisor
to _____ for the
_____ academic year.

In this agreement, the Advisor agrees to:

1. Serve as a resource and contact for all members of the club/ organization.
2. Regularly meet with the officers of the club/organization.
3. Attend at least three general membership meetings each semester.
4. Attend all events, programs or trips that require College supervision.
5. Inform the club/organization of important College news and developments.
6. Familiarize him/herself with College and Student Senate Policy as outlined in the Student Handbook.
7. Maintain communication with the Student Activities Office.
8. Attend club events and trips as required by College policy.
9. Support and advise the club to the best of my ability, but allow the students to be the final decision-makers.

In this agreement, the club/organization and its officers agree to:

1. Keep the Advisor informed of all plans, concerns and activities.
2. Provide the Advisor with copies of all correspondence.
3. Invite the Advisor to all events and activities.
4. Make all financial transaction documentation available to the Advisor and insure the Advisor's signature is on all vouchers (check requests).
5. Plan officer meetings in consideration of the Advisor's schedule.
6. Consider the advice and counsel of the Advisor in making decisions.

Club/Organization President

Advisor(s)

Club/Organization Vice-President

Date _____

Date _____

CONSTITUTION CHECKLIST-Items that should be included in any club constitution

- The Club's Official name and any abbreviation if needed (For example: Changing Outlooks Through Activities (COTA))
- The purpose or mission of the club
- Requirements for membership (Any club funded by the Student Senate must be open to all OCCC credit students. However, alumni, community members and students who are not currently registered in credit classes can NOT participate in a club). You may list other requirements such as attendance and participation in club events.
- Active versus inactive membership-how is a person's status determined
- Duties and responsibilities of club officers including GPA requirements (All club officers are required by the College to maintain a 2.0 semester and cumulative grade point average)
- Voting procedures for officer elections-When are officer elections held (fall, spring, etc)? Is there a nomination process before elections? Is the membership allowed to ask questions of the candidates before the vote is held? Is the vote secret ballot?
- How are officer positions filled if a vacancy occurs between elections?
- Process for removing members-occasionally, a member may become a detriment to the club due to disruptive behavior or other harmful actions. There should be a fair process defined in the Constitution for how to remove these members. Efforts should always be made to resolve any issues through discussions before seeking to remove a member. The club advisor can be helpful in this process.
- Process for removing an officer if they are not performing their job as outlined in the Constitution
- Process for changing the constitution-How are amendments made?
- When/how does the club meet- Do not be so specific as to include days, times or rooms or you will have to change your constitution every semester. You should indicate whether the club will meet weekly, bi-weekly, etc.
- How will the meetings be run? Most groups site Robert's Rules of Order as the authority for how meetings will be conducted. If you have questions about Parliamentary Procedure or Robert's, consult that section in the Club Resource Manual or contact Student Activities.

-Quorum-what is it and how it works-Quorum is the number of active members that must be present for a meeting to be considered official and for any voting to take place. It is usually set at 50% plus one of all active members. Clubs may set a higher standard, but it should never be lower than the standard outlined above. Whatever the standard for Quorum is to be, it should be reflected in the Constitution.

-Minutes/records of meetings (archiving minutes)-The Constitution should indicate who will take minutes of the meetings (usually the Secretary) and how they will be archived. Good meeting minutes are extremely important for passing on important information to future years of the club.

-Role of advisor-the basic responsibilities of the advisor are outlined in the Club Advisor Agreement that every club completes each semester. The Constitution should outline specifics for the club including how the advisor is selected and other specific responsibilities

-Committees (ad hoc/standing)-Some clubs, especially larger groups that sponsor many events, may use committees to work more efficiently. Committees can be either Standing(committees that exist semester to semester for an ongoing reason) or Ad Hoc(temporary committees appointed to serve a one-time function and then disbanded). If committees are to be used, the Constitution should outline how they are formed.

-Spelling and grammar count-this is the most important document your club has...please take the time to proofread it!

-Format for constitution-How should the final version of your constitution look? You can refer to the Club Resource Manual for a sample Constitution or come to the Student Activities Office for advice or to see other examples.

SAMPLE CONSTITUTION

Article I: Name and Purpose

Section 1: Name

State the name of the club - you may abbreviate the name after this section if you identify that abbreviation here.

Section 2: Purpose/Mission

State the purpose/mission of your organization - the reasons why you exist. This can be in a list format, or in a paragraph.

Section 3: Affiliation:

If your organization is affiliated with any regional/national organizations, please state those affiliations here.

Article II: Membership

Section 1: Eligibility for Membership

Recognized clubs must be open to any currently enrolled credit student of SUNY Orange.

Section 2: Voting Member Criteria

State how a student becomes a voting member [e.g., attends a certain % of meetings/events, pays dues, etc] and if there are any criteria for any other membership categories. This is an important issue for your organization - you want to make sure that students listed on your voting member list are active, interested students in your group.

Section 3: Removal of Members

State the process to remove any member who is not in good standing with the club. Due process must be followed. Things to consider are: reasonable notice to the person being considered for removal, opportunity to defend their position, quorum needed to vote, timeline for the process, appeal process.

While you will hopefully not need this section, it is very important that you have a process in place. When you need it, this will clarify the procedure and take out some of the difficult personal issues...

Article III: Officers

Section 1: Officer Qualifications

Identify what qualifications a student must have to be eligible to be an officer. This may include OPA, length of time in organization, previous experience, etc. All officers must be currently enrolled SUNY Orange credit students with a QPA and CQPA of at least 2.0.

Section 2: Elected Officers

List the positions in descending order (e.g., President, Vice-President, Treasurer, Secretary)

Section 3: Duties of Officers

List each officer position and their duties. You can include this information in Section 2 if you prefer. Typical duties include:

President: preside at meetings, call special meetings, primary contact with the institutions, appoint committee chairs, runs the election process.

Vice-President: assume President's duties in his/her absence, schedule meeting/practice rooms/facilities.

Treasurer: keeps all financial records, notifies organization of financial issues, prepares budget/allocation requests.

SAMPLE CONSTITUTION

Secretary: takes and distributes minutes of all club meetings, recorder keeper (current and past members, files minutes, etc), club historian, notify members of meetings, handles the official correspondence of the club.

Section 4: Vacancy in Office

In the event a vacancy should occur (resignation or removal), provisions must be made to fill the vacancy. Officer succession/"chain of command" should be addressed (e.g., In the event that the President leaves office, the Vice President will assume those duties until a special election is held. Then refer readers to the special election section of Article IV.

Section 5: Removal of Officers

Grounds for removal of an officer must be clearly identified. Similar to the removal of members, due process must be followed. (see above) Make sure you note the role of your club advisor.

One example:

A petition to remove the officer in question must be submitted to another officer. This petition must contain the signatures of x% of voting members. When such petition is received, the officer shall call a meeting of the club to determine whether or not the officer should be removed.

Grounds for removal are to be presented by the officer in charge at a regular or special club meeting.

The officer in question shall be provided an opportunity to present a defense either in person or in writing.

A quorum shall be present, and a (x%, 2/3, simply majority) vote of the voting members shall decide upon removal.

While you will hopefully not need this section, it is very important that you have a process in place. When you need it, this will clarify the procedure and take out some of the difficult personal issues....

Article IV: Elections

Section 1: Nomination Process

State how officer candidates will be nominated (by a current officer/member, self-nomination, etc.) and the timeline associated with the nomination process.

Section 2: Election

Election procedures, quorum present, method of voting (secret ballot, etc.), number of terms a person can serve, and when the elections will be held

Section 3: Special Elections

This section outlines what procedures will take place if an officer leaves/is removed from office. Clearly state the timeline for these procedures (e. g, within "x" weeks of vacancy occurring). You may use the same procedures from Section 2, with a revised timeline.

Article V: Advisor

Section 1: Selection

Indicate how your club will choose an advisor. Note: All clubs are required to have an advisor who is a SUNY Orange faculty or staff member.

Section 2: Duties

What do you want your advisor to do?

SAMPLE CONSTITUTION

Article VI: Meetings

Section 1: Regular Meeting/Club Activities

Address how often business meetings will occur, any regular club activities, etc., process to notify members of meetings/activities.

Section 2: Special Meetings

Identify why you would call special meetings, and the process used to call these meetings/notify members, etc. Will these meetings be run any differently than regular meetings?

Section 3: Parliamentary Authority

Will you use Robert's Rules of Order? How will the meetings be run...

*Section 4: Quorum**

What % of your membership must be present for official club business to occur?

*A quorum is a certain percentage of voting members required to be present during a vote. It is VERY important to clearly indicate what your quorum will be. You want to make sure that when a vote takes place, that you have a representative sample of your voting membership present.

Article VII: Committees

Section 1: Committee Structure

Include what committees (if any) that your club will have. Include responsibilities of each committee and who is responsible for each committee. Examples include Membership, Programs, Elections, Fundraising, etc.

Section 2: Special/Ad-Hoc Committees

State that special/ad-hoc committees may be formed if needed...

Article VIII: Amendments

Section 1: Ratification

Identify the process to be used regarding proposed constitutional amendments: voting procedures, timeline, etc.

Section 2: Submittal to Student Activities Office

Any changes made to this constitution must be submitted to the Student Activities Office..

Budget Request Form

Year/Semester: _____

Club Name: _____

Number of Members: _____

Advisor(s) and contact #: _____

President and contact #: _____

Vice-President and contact #: _____

Treasurer and contact #: _____

Secretary and contact #: _____

Club E-mail: _____

Total Request: _____

Total Allocated: _____ Date: _____

Student Senate Treasurer

Student Senate President

Revision Date and Changed Allocation: _____

Club Budget Request Form

Please refer to the budget guidelines before filling out this form. If there is not enough space to write your description, please attach additional sheets.

Travel Expenses: Please include all trip information on a separate sheet including exact mileage for your trip.	Amount Requested	Amount Allocated	Amount Paid Out
Mode of Transportation: Exact Mileage: Number of students attending trip: Details of trip:			
Symposium: Please include all symposium details on a separate sheet printed out from symposium or conference's official website.	Amount Requested	Amount Allocated	Amount Paid Out
Number of students attending: Registration fees: Accommodations: *Please include hotel information printed out on separate sheet of paper. How symposium relates to your club:			
Admission Fees: Please include details printed out from the official website including all admission prices.	Amount Requested	Amount Allocated	Amount Paid Out
Number of students attending trip: Fees:			

<p><u>Equipment:</u> Please include as much information as possible for any equipment requests.</p>	<p>Amount Requested</p>	<p>Amount Allocated</p>	<p>Amount Paid Out</p>
<p><u>Speakers (Club Only):</u> Speaker's name and/or topic they will be speaking on:</p> <p>How speaker or topic relates to the club's purpose:</p>	<p>Amount Requested</p>	<p>Amount Allocated</p>	<p>Amount Paid Out</p>
<p><u>Media:</u> Please include all subscription info or details on media and how it relates to your club and how it will be used.</p>	<p>Amount Requested</p>	<p>Amount Allocated</p>	<p>Amount Paid Out</p>

<p>Refreshments (Club Only): Please include all details for end of the year ceremony.</p> <p>Proposed date of event:</p> <p>Place:</p> <p>Number of club members expected to attend:</p>	<p>Amount Requested</p>	<p>Amount Allocated</p>	<p>Amount Paid Out</p>
<p>Chapter Dues: Please indicate how chapter dues support your club's charter.</p>	<p>Amount Requested</p>	<p>Amount Allocated</p>	<p>Amount Paid Out</p>
<p>Shirts:</p> <p>Please circle one:</p> <p>T shirts Sweat shirts Jackets</p> <p>Total amount requested:</p>	<p>Amount Requested</p>	<p>Amount Allocated</p>	<p>Amount Paid Out</p>

Campus Wide Events: Please include as many details as possible.	Amount Requested	Amount Allocated	Amount Paid Out
<p>Name of Event:</p> <p>Purpose of event:</p> <p>Proposed date for event:</p> <p>Refreshments:</p> <p>Speakers: Please include names and or topics.</p> <p>Movie:</p> <p>Decorations:</p> <p>Prize money and contest details:</p> <p>Materials to giveaway:</p> <p>Plans for advertisements:</p>			

Sample

Budget Request Form

Year/Semester: Fall / 09

Club Name: Knitter's of America

Number of Members: 23

Advisor(s) and contact #: Steve Harpst (845) 341-4230

President and contact #: Daisy Lane (845) 800-5555

Vice-President and contact #: Kathleen Hanson (845) 555-8888

Treasurer and contact #: Jonah Brock (845) 888-5555

Secretary and contact #: James McQueen (845) 585-8888

Club E-mail: KOAmerica @ Yarmail . com

Total Request: _____

*** * Do Not Write below this line * ***

Total Allocated: _____ Date: _____

Student Senate Treasurer

Student Senate President

Revision Date and Changed Allocation: _____

Sample

Club Budget Request Form

Please refer to the budget guidelines before filling out this form. If there is not enough space to write your description, please attach additional sheets.

Travel Expenses: Please include all trip information on a separate sheet including exact mileage for your trip.	Amount Requested	Amount Allocated	Amount Paid Out
Mode of Transportation: Personal car Exact Mileage: 362 x .25 = \$90.50 each way Number of students attending trip: 6 Details of trip: Transportation to and from Conference	\$181.00		
Symposium: Please include all symposium details on a separate sheet printed out from symposium or conference's official website.	Amount Requested	Amount Allocated	Amount Paid Out
Eastern Great Lakes Fiber Conference Number of students attending: 6 Registration fees: \$365 per person = \$2,190 Accommodations: *Please include hotel information printed out on separate sheet of paper. includes accommodations *will fundraise for additional funds How symposium relates to your club: We will be taking classes on Fibers, Knitting socks w/homespun yarn, Tapestry Weaving and Knitting techniques.	\$600.00		
Admission Fees: Please include details printed out from the official website including all admission prices.	Amount Requested	Amount Allocated	Amount Paid Out
Number of students attending trip: Fees:			

Sample

Equipment: Please include as much information as possible for any equipment requests.	Amount Requested	Amount Allocated	Amount Paid Out
Knitting books w/patterns 1 x 19.95 = 19.95 "Personalties" 20 great bags Yarn x 5 = *attached info Knitting needles =	19.95		
	42.50		
	17.50		
Speakers (Club Only):	Amount Requested	Amount Allocated	Amount Paid Out
Speaker's name and/or topic they will be speaking on: Theresa May O'Brien, History of knitting How speaker or topic relates to the club's purpose: Theresa will be speaking on the history of knitting, mostly the importance of it in early American history.	\$50.00		
Media: Please include all subscription info or details on media and how it relates to your club and how it will be used.	Amount Requested	Amount Allocated	Amount Paid Out

Sample

Refreshments (Club Only): Please include all details for end of the year ceremony.	Amount Requested	Amount Allocated	Amount Paid Out
We will be giving out knitting awards to the top projects of the club. Proposed date of event: Dec. 15 th Place: De Stefano's Old Erie Number of club members expected to attend: 20	\$200. ⁰⁰		
Chapter Dues: Please indicate how chapter dues support your club's charter.	Amount Requested	Amount Allocated	Amount Paid Out
Shirts:	Amount Requested	Amount Allocated	Amount Paid Out
Please circle one: <input checked="" type="radio"/> T shirts <input type="radio"/> Sweat shirts <input type="radio"/> Jackets Total amount requested: 20 members	\$200. ⁰⁰		

**Weavers Guild of Buffalo**

October 9-12, 2009

at the Chautauqua Institution

FIBEREVIVAL**Eastern Great Lakes Fiber Conference**

This event is co-sponsored by the following Regional Guilds:

- Chautauqua County Weavers Guild
- Cuyahoga Weavers Guild
- Enchanted Mountain Weavers
- Foothills Spinners and Weavers
- Syracuse Weavers Guild
- Weavers Guild of Buffalo
- Weavers Guild of Rochester



FIRST DATE FOR
REGISTER:
April 1, 2009

LAST DATE TO REGISTER
WITHOUT PENALTY:
July 15, 2009

This panel of instructors this year are:

- Marjle Thompson - Weaving
- Sarah Swett - Tapestry
- Theresa May-O'Brien - Felting
- Nancy Moore Bess - Basketry
- Judith MacKenzie McCuin - Spinning/Knitting

Please download the Conference Schedule and Registration by clicking the links to the right.

You may contact the conference administration by clicking the e-mail link on the right.

Sample

FiberRevival

Chautauqua Institution October 9-12, 2009
Eastern Great Lakes Fiber Conference

E-Mail: eglferegistrar@yahoo.com

Phone (716) 361-6606

Co-Hosted by Regional Guilds:

Chautauqua County Weavers Guild, Cuyahoga Weavers Guild,
Enchanted Mountain Weavers Guild, Foothills Spinners & Weavers, Syracuse Weavers Guild,
Weavers Guild of Buffalo, and Weavers Guild of Rochester

April 1: First Date for Registration

July 15: Last Date for Registration without penalty

Conference Schedule

Friday, October 9, 2009

Registration: 5-9pm

Meet the Instructors 8:00pm

Followed by Meet and Greet Reception

Note: No meals provided Friday evening

Sunday, October 11, 2009

Fiber Exhibit

Class Sessions 9-Noon

Class Sessions 1-4pm

Classroom Walk-through 4:00

Walking Tour 4:45pm

Banquet: 7:00pm

Followed by Fashion Show

Saturday, October 10, 2009

Fiber Exhibit

Registration 8-8:45am

Class Sessions 9-Noon

Class Sessions 1-4pm

Vendors Open: Noon-9:00pm

Monday, October 12, 2009

Class Sessions 8:30-11:30

Class Sessions 12:30-3:30pm

Departure: 3:30pm-4:30pm

Class Schedule

Instructor	Saturday October 10	Sunday, October 11	Monday, October 12
Marjie Thompson	Forgotten Weaves (A) 3 Days	Forgotten Weaves (A) 3 Days	Forgotten Weaves (A) 3 Days
Sarah Swett	The Value of Value (B) 3 Days	The Value of Value (B) 3 Days	The Value of Value (B) 3 Days
Theresa May-O'Brien	Felted Hats and Headware (C) 1 Day	Painterly Felt Workshop: Creating a Felted Wall Hanging (F) 2 Days	Painterly Felt Workshop: Creating a Felted Wall Hanging (F) 2 Days
Nancy Moore Bess	Japanese Tradition Packaging as Vessel (D) 1 Day	Plaiting and Twining: Layering Two Cultures (G) 2 Days	Plaiting and Twining: Layering Two Cultures (G) 2 Days
Judith MacKenzie McCuin	Fancy Footed: Custom Knit Socks with Hand Spun Yarns (E) 1 Day	Fibers that Make Cloth Sing (H) 2 Days	Fibers that Make Cloth Sing (H) 2 Days

Most conference facilities are handicapped accessible

Sample

EGLFC REGISTRATION FORM to be printed out, filled in legibly, and mailed with check
Your name, as you want it on your nametag:

First _____ Last _____ Gender (F) (M)

Address _____ e-mail _____

City _____ State _____ Zip _____

Phone _____ (day) _____ (evening) _____

Guild Affiliation if applicable _____ Room mate preference: _____

Emergency contact person and number _____

Any dietary restrictions? _____ Any special needs? _____

CLASS CHOICES:

Please indicate preferred classes by entering code letter and instructor's last name in the appropriate spaces, making sure that 2-day or 3-day classes are indicated on the same line for every day they are offered. We will attempt to give everyone her/his first choices, however, class placement is on a first-come, first-served basis. Any registration postmarked before April 1 will be treated as if mailed on April 1.

	SATURDAY, OCTOBER 10	SUNDAY, OCTOBER 11	MONDAY, OCTOBER 12
FIRST choice			
SECOND choice			
THIRD choice			

I plan to participate in the Fashion Show (circle one).....Yes No

I plan to participate in the Fiber Exhibit (circle one).....Yes No

I am willing to be a teacher's aide (circle one).....Yes No

FEES:

COMPLETE PACKAGE

Registration includes 3 days of classes, lodging on premises for 3 nights (Fri, Sat, Sun night) and 8 meals (breakfast Sat. through lunch Mon.)

Room Choices:

- 1. Shared room and shared bath \$365
- 2. Private room and shared bath \$458
- 3. Private room and private bath \$491

NON-PARTICIPATING GUEST (Lodging & all Meals only)

As per Registrar (716) 361-6606

OR

COMMUTER SPECIAL (10 spaces available)

Registration includes 3 days of classes and 8 meals (breakfast Sat. through lunch Mon.) **NO LODGING \$265**

If you wish to bring a guest to the Banquet and Fashion Show only @ \$20 per guest

Guest(s) Name (s) _____

Late Registration fee (postmarked after July 15): \$25

TOTAL FEES ENCLOSED _____

Please mail completed registration form with check or money order (U.S. funds only- payable to Eastern Great Lakes Fiber Conference) and a legal sized SASE to:

CATHIE STEFFAN, REGISTRAR FOR EGLFC, 3511 WEST RIVER ROAD, GRAND ISLAND, NY 14072.

















Confirmation letters will be mailed after May 1. To request a refund, contact REGISTRAR. If written cancellation notice is received by July 15, a full refund (less \$25 handling fee) will be made. Cancellations after July 15, 2009 will be dealt with on a case-by-case basis. Refunds will be mailed after Aug. 15, 2009.

Sample

MAPQUEST

Total Travel Estimates: 5 hours 58 minutes / 361.46 miles

A: [125-132] South St, Middletown, NY 10940

	1: Start out going NORTHEAST on SOUTH ST toward BENNETT ST.	0.0 mi
	2: Turn RIGHT onto BENNETT ST.	0.3 mi
 	3: Turn RIGHT onto DOLSON AVE/NY-17M. Continue to follow NY-17M.	1.3 mi
 	4: Merge onto I-84 W toward PORT JERVIS (Crossing into PENNSYLVANIA).	69.1 mi
	5: Take the I-81 N/US-6 W/PA-347 exit toward BINGHAMTON.	0.4 mi
	6: Take the PA-347 exit, EXIT 188 , toward DUNMORE/THROOP.	1.5 mi
 	7: Merge onto I-81 N (Crossing into NEW YORK).	56.9 mi
 	8: Take NY-17 W toward OWEGO/ELMIRA (Passing through PENNSYLVANIA , then crossing into NEW YORK).	226.4 mi
	9: Take the NY 394 exit, EXIT 8 , toward MAYVILLE/LAKEWOOD.	0.2 mi
 	10: Turn RIGHT onto NY-394/W LAKE RD.	5.3 mi
	11: Welcome to CHAUTAUQUA, NY.	0.0 mi

B: Chautauqua, NY

Total Travel Estimates: 5 hours 58 minutes / 361.46 miles

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Directions and maps are informational only. We make no warranties on the accuracy of their content, road conditions or route usability or expeditiousness. You assume all risk of use. MapQuest and its suppliers shall not be liable to you for any loss or delay resulting from your use of MapQuest. Your use of MapQuest means you agree to our [Terms of Use](#)

Sample

Welcome to Angelika's Yarn Store Shopping Cart.

These are the items currently in your cart. Take a minute and make sure these are the items you desire.

ORDER IS NOT COMPLETE YET.

Be sure to click the "Proceed to Checkout" button to complete your order.

Please check your email frequently. Any questions I have on your order will be sent only through email

Item	Qty	Description	Options	Rate	Amount	Remove
1564775658	<input type="text" value="1"/>	Purses/allties: 20 knitted felted bags		\$19.95	\$19.95	<input checked="" type="checkbox"/>
cv-0013	<input type="text" value="5"/>	Cascade Cash Vero #013 Pale Pink		\$8.50	\$42.50	<input checked="" type="checkbox"/>
/circ/turbo/01.50mm/16	<input type="text" value="1"/>	16" Addi Turbo Circ, US#000, 1.5mm		\$17.50	\$17.50	<input checked="" type="checkbox"/>
Free Shipping (United States)					\$0.00	
				Total	\$79.95	

Please make sure you type in your email address accurately. I will be communicating with you about your order. I do not sell/rent/distribute my customer's addresses, email or otherwise. I accept Visa, MC, Discover and American Express. Sorry, I do not accept Paypal. Please be sure the billing address you enter is the address the credit card company uses for you. This is how I prevent fraud. You may also order by phone. Print this page and call 541-759-3975, Tuesday - Friday, 10:00am - 3:00pm Pacific Coast Time. If you want to send a check copy and paste this page into an email to store@yarn-store.net, include your full name, mailing address and phone #, and I can create a sales order, complete with shipping and email it back to you.

ORDER IS NOT COMPLETE YET.

Be sure to click the "Proceed to Checkout" button to complete your order.

Club Budget Guidelines

Please remember that these are the guidelines approved by Senate for each club's budget request. Funds requested can only be used for current students and may not be used to cover academic costs. Please be sure to read the entire "Club Resource Manual" before filling out forms. Each club may request funds outside of these guidelines, but it is up to the senate budget committee to review these requests and the senate to approve the allocation of all funds requested. Please document and justify all budget requests outside of the proposed guidelines. Due to budget restrictions, clubs may not receive all requested funds; these funds are allocated on a first come first serve basis. Any expense not covered by the senate approved budget may be paid for with club funds out of the club account or from fundraising such as bake sales and food giveaways. Please be as detailed as you can in your budget request, and please attend budget hearings for further explanation of budget requests.

Travel Expenses: Maximum of \$350 per semester excluding the cost of bus rental.

Transportation reimbursement is limited to 1500 miles per semester with any mode of transportation.

Personal Cars- Students using their own personal cars as a mode of transportation may be reimbursed \$0.25 per mile.

Van Rental- Students wishing to rent a van as their mode of transportation must have a driver over the age of 25 years old with a clean driving record. The vans must be rented through the Student Activities Office. The cost of each van rental is \$60.00 per day for 125 miles plus the minimum insurance charge of \$15.00.

Bus Rental- A bus may be requested for a trip that includes 35 or more students. Please contact Student Activities at least a month in advance. Furthermore any club requesting a bus for a trip must open that trip to all students on campus and advertise said trip through Student Activities.

Symposium: Clubs may request funds to attend a state conference that pertains to the club's activities. Request for these funds must include information on the symposium and an explanation of how the attendance of club members will benefit the club.

Registration Fees- A total of \$250 may be requested for registration fees for the conference.

Accommodations- A total of \$300 may be requested for hotel accommodations while attending the conference.

Transportation- Follow above transportation guidelines.

Admission Fees: Clubs may request up to \$200 per semester for admission fees to museums, galleries, parks. This is limited to fifty percent of admission fees per student attending activity associated with the club. Also fifty percent of admission fees may be requested for adult advisor.

Equipment: Clubs may request up to \$150 for essential equipment for the club. Any equipment purchased for the club must be purchased through student activities and used solely for the club. All equipment purchased for the club is school property and must be returned to student activities in the event of the dissolution of the club. Furthermore, all club equipment must be stored and maintained by the club advisor.

Speakers (Club only): Clubs may request up to \$100 per semester for speakers that will speak at club meetings. The club must show in the budget proposal how the speaker is related to club activities, how the cost of the speaker is justified, and the club must have at least 7 members present for any speaker. No paid speaker can be a member of the club, advisor, or member of faculty or staff.

Media: Club may request up to \$100 a semester for DVDs, magazines, CDs, books, websites, etc. Please do not request funds for flyers, posters, or copies as these can be done for free through the club resource room or in Student activities.

Refreshments (Club Only): Clubs may request a maximum of \$200 a semester for an end of the year awards ceremony. Please do not request funds for food at meetings or to attract new members. Food may be ordered but it must come from the club account.

Chapter Dues: Clubs may request funds to cover chapter dues up to \$50 per semester. These chapter renewals are per club, not per member and each new chapter must show how it supports the charter of their club.

Shirts: Clubs may request a maximum of \$200 a semester towards the purchase of club shirts. This may be allocated as \$10 per club member per T-Shirt or \$15 per club member per sweat shirt or jacket. These may be ordered through the Student Activities office.

Campus Wide Events: Students may request funds for campus wide events. These events must be advertised through student activities and open to all students. These campus wide events may be hosted by multiple clubs, but the clubs must submit a budget request for campus wide events together. Students may request up to \$150 for refreshments, \$400 for speakers or movie rights, \$50 for decorations and up to \$100 for prize money or materials for student giveaways. These campus wide events must be well organized and documented. These

campus wide events are also a great way to give your club campus wide exposure and an opportunity to recruit new members.

Student Activities Office

Student Club Food Giveaways Procedures and Rules

- The purpose of the Food Giveaway program is to provide refreshments for evening students and to help clubs to promote themselves and their activities. As such, any club doing a food giveaway must set up signage and information for their club during the giveaway (similar to items you might bring for a club fair).
- Clubs are required to spend between \$120 and \$125 for giveaways either in Middletown or Newburgh using the Shop Rite charge card (the card may be signed out from the Student Activities Office)
- Clubs must staff any giveaway with a minimum of 2 members
- Giveaway hours are from 6pm-8pm or until the food is gone (groups should set up at Newburgh **no earlier** than 6pm). Groups must be set up by the required time.
- Since the giveaway is funded by Student Activity fees, only currently enrolled SUNY Orange students may take items. Persons are to be limited to a reasonable number of items (usually one or two items per persons). Filling a bag or grabbing a large number of items is not permitted. It is the club's responsibility to insure this is followed. Students should not, however, put themselves in an uncomfortable or threatening position. If you feel a situation is escalating at any time, please contact security.
- Clubs must return the Shop Rite card and the receipt with the signature of the shopper and the club name written on it to the Student Activities Office immediately after the shopping is completed (unless other arrangements are made with the Student Activities Office). Be sure to leave the card with a member of the Student Activities Staff. Please do **not** leave it on a counter or desk.
- Clubs can purchase food giveaway items such as:
 - fresh, whole fruit (uncut)
 - bottled water
 - juice (boxes)
 - crackers
 - cookies
 - granola snacks
 - pre-packaged cheese
 - fruit snacks
 - etc.

-Clubs cannot purchase items such as:
deli trays (pre-cut meat or cheese)
soda
sandwiches
hot foods
etc.

-Failure to follow these procedures may result in a club losing future giveaways. Please direct all questions to the Student Activities Office.

OCCCA, INC. VOUCHER

Orange County Community College Association, Inc.

To: Name of person or business to be paid

Date: _____

Address: Needed if check is to be mailed

Account to be Charged	On the blank line below indicate the specific account for which check will be drawn, i.e., name of club, organization, scholarship, or loan	Amount must be written in numeric numbers. and script. <i>Example: (\$100.00) (One hundred dollars)</i>
*see instructions below Student Activities Fund _____ Athletics _____ College Scholarship _____ Student Club _____ Other _____ Specify other: _____	Specific Account: <u>Club name</u> Describe the products and/or services being purchased	Amount \$ <u>0.00</u> Amount in script: <u>Zero dollars and</u> <u>00/cents</u> (NOTE!: Voucher is <u>invalid</u> if the dollar amount has been changed or written over.
Officials approving expense: <u>Signature</u> Club advisor signature <u>Date:</u>		
Revised: 9/18/96 - A.T.M. <u>Signature</u> Director of Student Activities <u>Date:</u>		

- *
- Check "Student Activities Fund" if the money is coming from the club's Student Senate Budget
 - Check "Student Club" if the money is coming from the club's Club Account (fundraising money)
 - Check "Student Activities Fund" and write in "Food Giveaway" along with the club name on the "Specific Account" line if the money is coming from food giveaways the club has done
 - Vouchers filled out incorrectly or not signed by the advisor will be returned to the club and may delay the processing of the check
 - Blank vouchers can be picked up in the Student Activities Office



Waiver of Liability for Local and Out-Of-State Travel

Class/ Club: _____

Description of Event _____

Instructor/Advisor _____

Field Trip/Activity Date: _____

I acknowledge that there are certain risks inherent in my participation in field trips or off-campus activities. I voluntarily assume all risk of injury to myself or damage my property and agree to hold harmless Orange County Community College, its directors, officers, employees and authorized agents from any and all liability, claims, or causes of action arising out of my transportation to and from and my participation in this field trip or off-campus activity. If I choose to transport other persons or students in my personal vehicle to this activity, I certify that I have adequate insurance and I agree that I shall indemnify Orange County Community College against any claim brought against them by my passengers.

I will follow the Orange County Community College Student Code of Conduct while participating in this activity. I will not possess or use alcohol or unlawful substances while I am participating in this activity.

I have carefully read this agreement and fully understand its contents. I'm aware that signing this agreement constitutes a release of liability and I sign of my own free will.

Participant/Student (Print Name) _____

Date _____

Participant/Student (Signature) _____

Signature of Parent or Legal Guardian
(If student is a minor) _____

Date _____

Emergency Contact Information

Name: _____

Relationship: _____

Address: _____

Telephone #: _____

PARLIAMENTARY PROCEDURE BASICS

“Where there is no law, but every man does what is right in his own eyes, there is the least of real liberty”

-Henry M. Robert

Quorum-

In order to transact business, a quorum must be present. Unless stated otherwise in the bylaws, a Quorum consists of 50% plus one of the voting membership.

Order of Business-

A typical Order of Business is as follows:

1. Presiding Officer calls the meeting to order
2. Reading and approval of minutes
3. Officer Reports
4. Committee Reports
5. Old Business
6. New Business
7. Announcements
8. Adjournment

Main Motion-

In order for business to be discussed, a motion must be made and seconded. A member wishing to make a motion must

1. Be recognized by the Chair
2. State the motion: “I move that...” or “I move to...”
3. The motion must be seconded by another member. A second does not necessarily mean that member is in favor of the motion. It simply allows for discussion.
4. The Chair repeats the motion after it has been seconded by saying “It is moved and seconded that...is there any discussion?”
5. The way the Chair restates the motion becomes the official wording for the motion. Be sure the chair states the motion the way you have said it. The Secretary should record it this way in the minutes.
6. The maker of the motion has the first right to speak to the motion. Remember that any speaker must wait to be recognized by the Chair.
7. Prior to the start of discussion, the Chair may set a time limit on the discussion.
8. REMEMBER: There can only by one main motion on the floor at any given time.

Subsidiary Motions-

Subsidiary motions propose various ways of dealing with a main motion that’s on the floor. Any member wishing to make a subsidiary motion must be recognized by the Chair and all require a second.

-To Postpone Indefinitely

The purpose of this motion is to kill the main motion. It needs a second. It is debatable. It requires a majority vote. If it passes, the main motion dies until the next meeting.

-To Postpone Definitely

Same as To Postpone Indefinitely, except a date is set to revisit the main motion

-To Extend Debate

If the body wishes to extend the time of debate, a member must be recognized by the chair and move to extend the debate by a certain amount of time. This motion must be seconded and is not debatable. A 2/3 vote is required for passage.

-Amending a Motion

There are 3 ways to amend motions:

1. by inserting or adding words
2. by striking out words
3. by striking out and inserting words

After this motion is made and seconded, debate is limited to the proposed amendment. If the amendment passes, it becomes part of the main motion or replaces part of the main motion. Majority vote is required to pass.

-To Refer to a Committee

Motion needs a second and is debatable. The motion should include:

- what committee
- what the committee is to do
- when it is to report to the members

-Previous Question

This motion stops debate. It is not correct to just call out "Question." A member must be recognized by the chair and move the previous question. The motion requires a second and is not debatable. The Chair takes an immediate vote after it has been seconded. It requires a 2/3 vote to pass.

Tabling a Motion-

-To Lay on the Table

This motion can be used to set business aside during a meeting but not to kill a motion (see Postpone Indefinitely). To Lay on the Table is not debatable. It must be seconded and the Chair must take a vote immediately. If someone makes this motion, the Chair has the right to ask the maker of the motion to state the reasons for the motion. If the Chair feels the reasons are not urgent, he/she can rule the motion out of order.

-To Take from the Table

A member may move to take a motion from the table. “I move to take the motion...from the table.” It needs a second. It is not debatable. If the motion passes, the members then continue discussing the motion, or they vote on it. If the motion fails, it remains on the table until it is successfully removed from the table. If the motion is not taken from the table during the meeting or by the end of the next meeting, the motion dies.

Voting-

When taking the vote, the Chair should call for “Those in favor,” “Those opposed,” and “Abstentions.” The Chair must always ask for negative votes and abstentions even though the positive vote seems unanimous. The vote may be by voice, show of hands or standing and must be announced by the Chair prior to the vote. If requested by a member and approved by a majority, the vote may be done by ballot. When voting is completed, the Chair announces the vote and what it does. This is recorded in the minutes along with the exact wording of the motion as stated by the Chair prior to the vote.

What Minutes Must Include-

- the kind of meeting being held (regular, special, etc)
- the name of the organization
- the time, date and place of the meeting
- for smaller groups, the names of those present and those absent
- approval of the previous minutes and any corrections
- summaries of reports (separate paragraph for each)
- exact final wordings of all main motions, with the names of the movers
- the results of votes on main motions
- motions that have been tabled or postponed
- announcements
- time of adjournment
- signature of acting secretary