# Club & Organization

## 2020 Policies & Procedures
for student officers & faculty/staff advisors

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Students should complete the New Club Packet via www.sunywcc.edu/clubs.

In order to become a recognized club, interested students must: (1) draft a constitution that will serve as their official operating charter; (2) recruit a faculty/staff advisor and potential club members; and (3) receive approval from the Student Government Association (SGA).

All completed documents may be submitted via email to getinvolved@sunywcc.edu.

The SGA will be notified that a proposal for a new club has been submitted. Using policies and procedures that incorporate the spirit of equal access and opportunity, the SGA may recognize and incorporate clubs into their Association. If recognized by the SGA, the club will have all the rights and responsibilities detailed in this packet. If the SGA does not recognize the club, the prospective club may resubmit the following semester. The SGA typically reviews new club proposals on a rolling basis.

The Department of Student Involvement will collect virtual meeting information until further notice. The Department of Student Involvement will reserve a club meeting room once extracurricular activities resume in-person.

Procedure for Initial Recognition

1) Students should complete the New Club Packet via www.sunywcc.edu/clubs.

2) In order to become a recognized club, interested students must: (1) draft a constitution that will serve as their official operating charter; (2) recruit a faculty/staff advisor and potential club members; and (3) receive approval from the Student Government Association (SGA).

3) All completed documents may be submitted via email to getinvolved@sunywcc.edu.

4) The SGA will be notified that a proposal for a new club has been submitted. Using policies and procedures that incorporate the spirit of equal access and opportunity, the SGA may recognize and incorporate clubs into their Association. If recognized by the SGA, the club will have all the rights and responsibilities detailed in this packet. If the SGA does not recognize the club, the prospective club may resubmit the following semester. The SGA typically reviews new club proposals on a rolling basis.

5) The Department of Student Involvement will collect virtual meeting information until further notice. The Department of Student Involvement will reserve a club meeting room once extracurricular activities resume in-person.

Procedure for Maintaining Recognition

1) Clubs and organizations must adhere to the policies and procedures set by the Department of Student Involvement and the SGA. Clubs and organizations must adhere to the College’s Code of Conduct. Failure to follow these policies as detailed in this document may result in sanctions ranging from a formal warning to loss of recognition as per policies found in the Student Code Conduct.

2) In order to maintain recognition, student clubs organizations must meet the following requirements:
   a. Club or organizations: Officers are required to attend all trainings hosted by the Department of Student Involvement. Training will take place online until further notice. If officers are unable to attend, officers will be required to make up the training. Trainings include but not limited to:
      • Clubs: Club Officer 101 Workshop
      • Organizations: Tier 1 Summer and Winter Retreats
      • Clubs and Organizations: Title IX Sexual Assault Prevention Workshop
   b. Clubs: Register with the Department of Student Involvement, in both the fall and spring semester; failure to do so by the semester deadline will result in the immediate suspension of all club activity, budget, and possibly dissolution of the club until completed.
   c. Clubs: Have at least three (3) club officers. Specific roles are determined by each club. Examples include: President, Vice President, and Student Administrator (would assume both treasury and secretarial roles). One person in a club cannot hold two officer positions.
   d. Clubs: Submit a list of officer names, student IDs and emails to the Department of Student Involvement each semester (www.sunywcc.edu/clubregistration)
   e. Clubs: Meet twice per month for a general membership meeting. Clubs may use Zoom, Google Hangouts, Discord, Microsoft Teams or another online virtual meeting platform until in person meetings can resume.
   f. Clubs: Host at least one virtual campus-wide event each semester that is open to the entire student body. These may be hosted online and will be promoted on DSI and college social media (as long as event registration is completed in advance).
1) **Active:**
   a. Definition: The club has completed all club requirements.
   b. Outcome: (1) The club has all rights and privileges of an SGA club.

2) **Probation:**
   a. Definition: Club is missing one or more club requirements.
   b. Outcome: (1) The club is on formal warning that they have not completed all the club requirements; (2) the club has all rights and privileges of an SGA club.
   c. How to Change Status: Clubs must meet all club requirements by the end of the semester in which they are placed on probation. If a club does not meet all the requirements by the last day of the academic semester in which they are on probation, the club may become inactive (if they are missing two or more requirements), be placed on probation for another semester, and/or receive sanctions from the SGA Senate.

3) **Inactive:**
   a. Definition: Club failed to meet all club requirements after probationary period.
   b. Outcome: (1) The club loses all rights and privileges of an SGA club; (2) All funding will be returned to the SGA Finance Committee.

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### General Recognition Policies

1) It is the responsibility of the student group to follow all protocols when updating their constitutions or governing document and inform the Department of Student Involvement and Student Government Association that such updates have been made.

2) The College reserves the right to issue sanctions, up to revoking recognition, to student groups found in violation of college policy. The Department of Student Involvement reserves the right to revoke a club or organization charger found to have violated the Student Code of Conduct or any section of this document.

3) Individual student officers or club members may also face disciplinary action through the College’s Conduct process if they violate the College’s Code of Conduct. Students are required to adhere to the College’s Code of Conduct both on and off campus and may face disciplinary sanctions of their actions both on and off campus property.

4) Club/Organizations have the right to:
   a. Utilize student involvement Zoom account for programs
   b. Request that the college and DSI publicize events on social media
   c. Clubs: Petition the Student Government Association (SGA) for funding.

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### Member Eligibility Requirements

It is the right of each eligible student to participate in college clubs, organizations, activities and events. Hazing of any kind is strictly prohibited. Individuals or groups believed to be involved in any hazing activities will be immediately reported for disciplinary proceeding per the College’s Code of Conduct.

In order to be eligible to participate, students must meet the following criteria, unless approved by the Director of Student Involvement:

1. Remain in both good judicial and academic standing.
2. Maintain a cumulative GPA of at least 2.0
3. Be enrolled in at least one (1) credit bearing course at the college.

### Student Officer Requirements

In order to serve as a club or organization officer, students must meet all of the above criteria for participation in clubs and students events and the additional stipulations, unless approved by the Director of Student Involvement:

1. Earn at least a 2.0 GPA during each semester they are in office.
2. Attend all required officer training workshops hosted by Department of Student Involvement including, but not limited to:
   - **Clubs**: Club Officer 101 Workshop
   - **Organizations**: Tier 1 Summer and Winter Retreats
   - **Clubs and Organizations**: Title IX Sexual Assault Prevention Workshop
Alumni & Non-enrolled Individuals

Alumni and individuals not currently enrolled at the college are not eligible to participate in clubs, organizations or in the events sponsored by these organizations. Alumni interested in being active in the campus community may contact the Office of Alumni Affairs at 914-606-6559 or email wcc.alumni@sunywcc.edu to learn of opportunities available to them.

Club/Organization Advisors

Clubs/Organizations often find themselves facing various challenges in achieving their goals and missions. As such, each club and organization is required to have a member of the faculty, staff or administration as their Advisor.

Roles & Responsibilities

Advisors of clubs are to:

1) Serve as a resource in goal setting, decision making, event planning, etc. for student officers and members of the club.

2) Help create environments of educational exploration and self-discovery, to help students attain personal growth and development in areas of leadership development, planning, and budget management. Advisors will also help students work toward mastery in the functional area supported in the club or organization’s mission.

3) Ensure the club or organization remains in compliance with college, Faculty Student Association (FSA), and Student Government Association (SGA) policies and guidelines.

4) Exercise fiduciary responsibility to the club or organization, by: (a) approving Purchase Orders with the club or organization treasurer or designee to process authorized payments and (b) providing guidance to club members in spending allocated funds in their club budget.

5) Attend all meetings and events sponsored by the club or organization, either virtual or in-person.

6) Ensure the club or organization remains in compliance with college, Faculty Student Association (FSA), and Student Government Association (SGA) policies and guidelines.

7) Promote and uphold the College’s Code of Conduct.

Training and Support

1) At the start of each semester, all club and organization advisors are encouraged to attend the training meetings. All current club and organization policies and procedures as well as any changes or updates made will be reviewed. All new advisors are required to attend training. All returning advisors may be required to attend training as designated by the Department of Student Involvement. Training will take place online until further notice.

2) On-going support will be provided to club and organization advisors by the Department of Student Involvement. Monthly bulletins will be sent with important information and reminders for club and organizations advisors.

3) Advisors should contact the staff in the Department of Student Involvement with questions or concerns pertaining to advising their groups.

General Advisor Policies

1) The selection and removal of a club and organization advisor must adhere to a club or organization’s constitution and be sent to the Department of Student Involvement and Student Government Association for confirmation.

2) Staff members in the Department of Student Involvement shall serve as the advisors for the TIER 1 Organizations: Student Government Association (SGA), Westchester Events Board (WEB), Power 88.1: The New Sound and the Viking News.

3) Advisors cannot receive monetary compensation for their services.

Club/Organization Training & Support

In an effort to ensure that each student officer has the skills and knowledge to be successful in their roles, yearlong training and support is offered by the Department of Student Involvement.

Advisors

Members of the faculty, staff, or administration serve as advisors for all student clubs and organizations. They offer guidance and support to student-run groups.

Monthly Bulletins

Each month, the Department of Student Involvement sends a Club and Organization Bulletin to all student officers and advisors. These bulletins include information on upcoming events, deadlines, college happenings, and other important information.
Trainings

All training and retreats will take place remotely until further notice.

Student Involvement offers several opportunities for officers to better prepare them to take on their leadership roles. All officers are required to attend two workshops in their first semester as an officer:

- **Clubs**: Club Officer 101 Workshop
- **Organizations**: Tier 1 Summer and Winter Retreats
- **Clubs and Organizations**: Title IX Sexual Assault Prevention Workshop

Club officers can also opt to attend the annual Club Officer Retreat held during the fall semester. At the fall retreat, club officers will participate in a variety of high-energy, engaging, and informative activities learning the policies and procedures for student clubs. Officers will also learn skills and knowledge they will need to be skilled leaders of their groups. Students will also have valuable networking time with officers from other clubs as well as with the leadership of the Student Government Association. All expenses will be paid for by the Department of Student Involvement and Student Government Association.

Organization officers are required to attend a summer and winter retreat. These retreats function much in the same manner as the club officer retreat, but will be specifically tailored for the leadership of the four student organizations.

Organization officers (SGA, WEB, Viking News and Power 88.1: The New Sound) are required to attend a summer and winter retreat. These retreats function much in the same manner as the club officer retreat, but will be specifically tailored for the leadership of the four student organizations.

Virtual Meetings

Students and advisors can meet in person by appointment with any member of the Student Involvement staff. They can ask questions about travel, event planning, budgeting, group dynamics etc. To schedule an appointment email getinvolved@sunywcc.edu.

Club Budgeting

Clubs have the right to petition the SGA Finance Committee for funds. Funding is not guaranteed for clubs and it is up to the discretion of the SGA. Organizations are typically given established percentages of the student activity fee as determined by the Faculty-Student Association Board of Directors.

Budget Request Process

1) The budget process will occur each semester, in November and in March. At this time, notifications will be sent to all clubs as to: (1) the materials that must be submitted to request a budget for the next academic semester; and (2) the deadline to submit these requests.

2) Following the deadline, the SGA Finance Committee will meet to review and discuss each request. The SGA Finance Committee will approve a “bottom-line budget” for each club. A “bottom-line budget” indicates the total budgeted amount allocated to a club for use during the next semester. Line-items will be created for clubs by the SGA Treasurer and Director of Student Involvement.

3) Once approved by the SGA Finance Committee, budgets will be forwarded to the Faculty-Student Association Board of Directors for approval.

4) Following approval by the Faculty-Student Association Board of Directors, club officers and advisors will be notified via email.

General Budget Policies

1) Clubs may not exceed their allocated budgets.

2) All clubs should budget for all events and expenses they anticipate incurring during each semester. This includes: trips, programs, supplies, etc.

3) Expenditures may not be budgeted during the college’s winter or summer recesses unless prior written approval is given by the Director of Student Involvement. To request access to funds during the college winter or summer recess, email getinvolved@sunywcc.edu at least fourteen (14) days before the end of the semester.

4) Club budgets that include expressive activities will not be assessed due to the content or viewpoint of their expression or the possible reaction to that expression.

5) Club budgets will not be assessed based on club or organization member size.
Club/Organization Purchases

After clubs or organizations have been issued approved budgets by the Student Government Association or Faculty-Student Association Board of Directors, they may utilize their funds to support events that promote their missions.

Use of Funds

Per the Faculty-Student Association of Westchester Community College, funds used from a club or organization’s budget may be used in support of the following programs for the benefit of the campus community:

1. Programs of a cultural or educational enrichment
2. Recreational and social activities
3. Athletic programs, both intramural and intercollegiate
4. Student publications and other media
5. Recognized student organizations
6. Insurance related to conduct these programs
7. Administration of these programs
8. Transportation in support of these programs
9. Capital Projects in the Student Center or for student use
10. Student services to supplement or add to those provided by the college
11. Reimbursement for travel expense
12. Campus based scholarships, fellowships and grant programs, if administered on campus
13. Payments for contractual services provided by a non-profit organization
14. Salaries and benefits for professional non-student employees or payment for hourly student workers

General Purchasing Policies

1) A purchase is defined as any exchange or usage of funds allocated to a club or organization for goods or services.

2) To request a purchase, clubs and organizations must submit an Online Purchase Order form at least fourteen (14) days in advance. Purchase orders can be found at www.sunywcc.edu/clubs

3) Whenever an Online Purchase Order is submitted, supporting documentation must be included. This can include
   i. invoices,
   ii. screenshots from web pages,
   iii. photos* of or scanned documents
   iv. photos* of or scanned receipts, etc.
   v. *Online purchase order is mobile device friendly. Photos may be the best option for providing documentation.

   A. These supporting documents should provide evidence or proof as to the purchase being requested.
   B. Payment for a purchase may take up to fourteen (14) days from the time it is submitted to the Department of Student Involvement for processing.
   C. NOTE: Clubs and organizations must contact vendors or businesses and have invoices prepared for the purchase they would like to make.
   D. NOTE: When contracting for services (speakers, performers, etc.) please see the “Contracts for Performers/Speakers” on the next page.

4) All completed online Purchase Orders will be sent to the Department of Student Involvement for approval.

5) Purchases for expressive activities will not be assessed due to the content or viewpoint of their expression or the possible reaction to that expression.

6) All payments should be facilitated and processed by the Faculty-Student Association or the Department of Student Involvement (DSI) unless otherwise approved in writing by the Director of Student Involvement.

7) All Purchase Orders should have detailed instructions for the Faculty Student Association or the Department of Student Involvement either written or attached as to how to process payment, should the purchase be approved.

8) Payment for a purchase may take up to fourteen (14) days from the time it is submitted to the Department of Student Involvement for processing.

9) All forms of payment should be facilitated by the Faculty-Student Association.

10) All Purchase Orders must be submitted with approval from a staff member of the Department of Student Involvement before they can be processed by the Faculty Student Association.

11) All purchases and reimbursements can only be made for goods or services that are consistent with the mission or purpose of a club or organization, as detailed in their club constitution.
Clubs and organizations will have access to their budgets during the academic year, from the first day of classes in the fall semester through the penultimate Friday of instruction in the spring semester.

Clubs and organizations may not make purchases or host events during the college’s winter or summer recesses unless prior approval is given by the Department of Student Involvement.

Clubs and organizations wishing to request a transfer from their budget to another group’s budget must complete a Purchase Order and supply necessary supporting documentation to justify the transfer.

All items purchased for club and organization purposes must be shipped to either the Department of Student Involvement, Faculty Student Association or extension centers. This policy is suspended until further notice.

Recommened Vendors List

The Faculty Student Association has approved certain vendors for club and organization use. All club and organization purchases must be made through preferred vendors if there is an established vendor for the goods or services the club or organization is purchasing. This will ensure timely processing as well as significant savings. These vendors have been selected for their quality products and the reduced cost they provide for their goods or services to the Faculty-Student Association. Clubs and organizations that select to not use a recommended vendor for a purchase must provide three (3) quotes (one must be from a recommended vendor) with their Purchase Order. The club must select the cheapest of the three vendors before submitting a final Purchase Order for approval to the Department of Student Involvement. The list of recommended vendors can be found at www.sunywcc.edu/clubs.

Requesting a Reimbursement

1) All clubs and organizations are encouraged to plan ahead as much as possible and have the Faculty-Student Association make the necessary purchases for them. Clubs and organizations are discouraged from having to incur personal charges and thus be reimbursed.

2) Attached to the Purchase Order must be digital, scanned copies, or photos of original itemized receipt(s) or invoice(s) to demonstrate a cost was incurred.

3) Reimbursements are not guaranteed. Reimbursements will not be issued if:
   (a) Insufficient funds remain in a club/organization budget
   (b) If a purchase is not approved by the Department of Student Involvement
   (c) If a purchase is not approved by the sponsoring club or organization.

4) Clubs and organizations are strongly encouraged to obtain prior approval for a reimbursement from the Department of Student Involvement.

5) To request a reimbursement, clubs and organizations must submit an Online Purchase Order and Reimbursement Form to the Department of Student Involvement via www.sunywcc.edu/clubs. These forms must be filled out in its entirety before it can be accepted.

6) The Faculty Student Association will not reimburse for tax. If you plan to make a purchase on your own, you may request a “tax-exempt form” from the Faculty-Student Association or the Department of Student Involvement. Tax-exempt forms are to be used for official club and organization purchases only. Those found in violation of this policy will be immediately reported to the Director of Security and the appropriate law enforcement. Please email getinvolved@sunywcc.edu to request this form.

Contracts for Performances/Speakers

1) The FSA contract form can be found at www.sunywcc.edu/clubs.

2) If clubs and organizations wish to hire an individual or group of individuals to provide a service to the college, a contract must be submitted for processing fourteen (14) days in advance of the service being provided. Examples of such services include, but are not limited to: lectures, live virtual performances, etc. UNDER NO CIRCUMSTANCES WILL CONTRACTS BE ACCEPTED AFTER A PERFORMANCE OR SERVICE HAS ALREADY BEEN PERFORMED. For assistance with virtual programming and contracts, please email getinvolved@sunywcc.edu to schedule a Zoom meeting with the Assistant Director for Clubs and Organizations.

3) Individuals who wish to provide a service for a student group of which an officer, advisor or member is an immediate family member must provide three-bids from other vendors and accept the lowest bid. Discretion to enter into any agreements is left to the discretion of the Executive Director of the Faculty-Student Association.

4) All contracts must be created using the template created by the Faculty-Student Association. To obtain a copy of the Faculty-Student Association contract template, please contact the Department of Student Involvement or by downloading it at www.sunywcc.edu/clubs.

5) Contracts should be filled out in their entirety. Original signatures should appear on each contract when submitting it, except that of the FSA Executive Director who may choose to sign after submission of an approved Purchase Order from Student Involvement.
Request Payment For Travel Expenditures

All Off Campus travel is suspended until further notice.

Amazon.com Purchases

1) Clubs and organizations are encouraged to order from Amazon.com.

2) Clubs and organizations must complete the Online Purchase Order found at www.sunywcc.edu/clubs. Clubs and organizations must provide a link to their Amazon “wish list” on the Online Purchase Order and can email a link of their “wish list” to getinvolved@sunywcc.edu with the subject line of the email stating “Amazon Wish List for NAME OF CLUB.”

3) A screenshot of the “wish list” can be attached to the Online Purchase Order for verification purposes.

4) All items being purchased should be eligible for “Amazon Prime” and shipping.

5) Students or advisors who wish to mail items to their home address must make the request known on the online Purchase Order and provide their shipping address.

Internet Purchases (Not Amazon.com)

1) When requesting a purchase for items to be purchased from the internet, clubs must: (1) create an account with the website; (2) place the items they wish to purchase in their cart; and (3) save their cart.

2) When submitting a Purchase Order, the following information needs to be included: (1) web address where items are being ordered from; (2) Account Name/Username; (3) Password; (4) list of items currently in the cart (can be an image of the cart); (5) description of what the items will be used for; (6) contact information when shipped items arrive to campus or requester’s home.

3) Clubs should not submit personal account information, but rather create separate accounts unique for their club/organization.

4) Purchase requests for items on the internet that do not follow this procedure will not be accepted.

5) Students or advisors who wish to mail items to their home address must make the request known on the online Purchase Order and provide their shipping address.

Major Equipment Purchases

1) All equipment purchased using Student Activity fees are property of the Faculty-Student Association, unless procured by the college.

2) Clubs and organizations will need to request written approval from the Director of Student Involvement regarding intended equipment purchases.

3) If a club or organization intends to make a purchase for a major piece of equipment (electronics, furniture, etc.) the club or organization must contact the Department of Student Involvement to see if the college or Faculty-Student Association already has these or similar items available for student use.

4) All major pieces of equipment are to be stored in secure locations that must be approved by the Department of Student Involvement. If no secure location can be determined, the Department of Student Involvement will store items for clubs and organizations. Club and organization members will be able to sign out the equipment from the Department of Student Involvement.

5) At the end of each academic year, either FSA or the Department of Student Involvement may ask all clubs and organizations to take inventory, to ensure all purchased items are secured for the summer.
Gift Card Purchases

1) When ordering gift cards, students must indicate what they are being used for on the Online Purchase Order found at www.sunywcc.edu/clubs.

2) Until further notice: Only digital or mailed gift cards will be purchased after an event has taken place. The club advisor or registered officers will be responsible for inputting the prize winner’s information (name, student ID number, email or address) into the online purchase order.

3) Only currently enrolled students are eligible to win prizes and gift-cards.

4) Gift cards can only be ordered by the Department of Student Involvement staff.

5) Students who are found to use gift cards purchased for club events for personal use will be reported to the Associate Dean of Student Life for violating the College’s Code of Conduct.

Fundraising and FUF Accounts

Clubs and organizations may supplement their budgeted funds they receive by fundraising. Fundraising can be a wonderful community-building activity for a student group.

Fundraising Policies

1) A club or organization may conduct fundraising activities for their own benefit to supplement their approved budgets or to raise funds for special purposes (charitable causes, donations, etc.).

2) All money collected by a club or organization must be placed in Facilities Utilization Fund (FUF) account with the Faculty-Student Association (FSA) and may not be placed in a private bank account.

3) The funds given to the clubs by the SGA should be the primary means of making appropriate and authorized purchases.

4) Funds from a club or organization’s budget (funds derived from the proceeds of the student activity fee) cannot be transferred to a club or organization’s own FUF Account for any reason. All other transfers from a club or organization budget to another group’s FUF account are at the discretion of the Director of Student Involvement.

5) Clubs and organizations may not solicit donations from outside business, agencies, companies, etc. unless approved by the college’s Foundation prior to the start of the fundraising activity.

6) Clubs and organizations are encouraged to meet with a member of the Department of Student Involvement to discuss their fundraisers to ensure compliance with all college policies.

7) All monies collected by a club or organization must be deposited with the Faculty-Student Association the same day it is collected. A Cash-Check deposit form must be completed prior to going to the FSA office (http://www.sunywcc.edu/cms/wp-content/uploads/2014/03/Cash-Check-Deposit-Report-1.pdf)

8) The FSA will safeguard and maintain accounting control over the fundraised monies. These monies will be placed into FUF accounts and can be accessed by clubs and organizations at any time. An FUF request form must be completed and sent to the Director of the FSA in writing. (http://www.sunywcc.edu/cms/wp-content/uploads/2014/03/Check-Request-Form-1.pdf)

9) If at any time, for any reason, a club with a FUF account is dissolved, any remaining balances in the FUF account becomes the property of the SGA.

FUF Account Policies

1) If all the budgeted funds are expended in the SGA account, then the club should look at available funds within their FUF accounts to fund future activities and events.

2) Any and all decisions on the disbursement or use of FUF funds should be voted on by the membership of the club or organization with input from the Advisor.

3) Requests to use FUF funds should be made directly to the Faculty-Student Association with the FUF form (http://www.sunywcc.edu/cms/wp-content/uploads/2014/03/Check-Request-Form-1.pdf)

4) The Department of Student Involvement will pull from FUF funding accounts if a club’s budgeted money is over spent.

Bake/Food Sales

Bake and food sales are suspended until further notice.
Raffles

Clubs and organizations are prohibited from sponsoring any raffle or games of chance in which money is exchanged. Failure to comply with this policy may result in immediate revocation of a club or organization’s charter. For more information contact the Department of Student Involvement.

General Club Policies and Procedures

On-Campus Meeting and Events

On-campus meetings and events are suspended until further notice. Digital meetings and events are encouraged.

1) Club and Organization Meetings
   (a) Clubs and Organizations must provide their online meeting link and meeting days and times on their Club Registration at www.sunywcc.edu/clubs.
   (b) If meeting link, days and/or times change - clubs are required to resubmit the Club Registration or email getinvolved@sunywcc.edu.

Club/Organization Meetings

All clubs/organizations are assigned a room to use for meetings during the Wednesday Common Hour from 11:00am – 12:50pm. These rooms are assigned by the Department of Student Involvement. If clubs/organizations wish to meet outside of the Wednesday Common Hour, the club/organization must reserve the space on their own. For a listing of assigned club/organization meeting spaces, visit the Department of Student Involvement in Student Center, Room 108 or visit the Club/Organization Listing packet found at www.sunywcc.edu/clubs

Event Registration

1) Clubs must register their events by submitting the Virtual Event Registration Form found at www.sunywcc.edu/clubs.

2) Events must be registered at least fourteen (14) days prior to the event date.

3) Events once registered may be assessed to ensure compliance with all college and FSA policies and procedures. When assessing an event registration, expressive activities will not be assessed on the content or viewpoint of their expression or the possible reaction to that expression. The content or viewpoint of the expression or the possible reaction to that expression will only be considered when such factors are relevant to assessing appropriate security measures. In the event persons react negatively to this expression, College Security personnel can take the necessary steps to ensure public safety while allowing the expressive activity to continue.

Reserving an Event Zoom Room

The Department of Student Involvement has several zoom accounts designated for club and organization events.

1) To reserve an Event Zoom Room with the Department of Student Involvement submit the Virtual Event Registration Form found at www.sunywcc.edu/clubs.

Catering & Refreshments

Catering for on-campus and off-campus events are suspended until further notice.

In order to support club’s missions in building a sense of community among their members, clubs and organizations will be permitted to order food for meetings, contingent on the following items:

1) Clubs may order food for their members up to two (2) times a semester.
2) Clubs may choose to order GrubHub or OrderEats or DoorDash gift cards (choose one).
3) Each club member may receive up to a $15 value in gift card.
4) The club advisor must complete an Online Purchase Order with the club members names, email addresses to receive the gift card, type of gift card needed, and date needed. Club advisors may receive gift card(s) as well if they will be in attendance.

Pizza Orders

Pizza orders for on-campus and off-campus events are suspended until further notice.

Film Showings On Campus

Film Screenings on-campus are suspended until further notice.

Film Screenings Online

1) In order to hold a public screening of any film, the rights to hold the screening must be obtained from a film distributor. A licensing fee is usually required to acquire film rights. Licensing fees for films can range from around $50 to $1,000+. Many film distributors are not currently offering this service due to existing licensing laws and regulations.

2) Renting or buying a DVD or video only covers the right to show the movie in a private home and does not cover the right to show it online via virtual platforms.
Events During Finals Week & Class Breaks

All clubs and organizations are prohibited from holding any events during the last week of classes each semester and during the winter and summer recesses and when the college is closed. This includes club meetings, on-campus events and off-campus travel, unless otherwise approved in writing by the Director of Student Involvement. To request an approval email getinvolved@sunywcc.edu fourteen (14) days prior to the end of the semester.

Alcohol Policy

Alcoholic beverages may not be sold or served to students, or used by students, on any college property or at any college sponsored function including off-campus activities such as school sponsored trips and school sponsored social activities. The only exception to this policy will be the Annual Student Leader Recognition Dinner or other student events off campus that receive prior written approval for a cash bar from the Director of Student Involvement.

Off Campus Banquets, Retreats, & Facility Rentals

Off-campus events are suspended until further notice.

Tabling Policy

Tabling is suspended until further notice.

Posting Policy

1) Access to campus is restricted. On-campus posting and advertising is prohibited until further notice.
2) Clubs and organizations may not advertise off-campus for events unless approved by the Department of Student Involvement.
3) Clubs and organizations create and maintain their own social media presence.
4) Postings that have expressive content will not be assessed due to the content or viewpoint of their expression or the possible reaction to that expression. Persons taking offense to the language or nature of any poster, flyer, banner or digital posting are encouraged to contact the event organizers. The Department of Student Involvement does not accept responsibility for any content that may be considered offensive.

Chalking

Access to campus is restricted. Chalking is prohibited until further notice.

Viking Weekly Email & Electronic Calendar

Clubs and organizations who wish to advertise on The Viking Weekly (college newsletter) must submit an Virtual Event Registration Form found at www.sunywcc.edu/clubs at least fourteen (14) days prior to the event.

Use of FSA Vans

Use of the FSA Vans are suspended until further notice.

Off-Campus Travel

Off-campus travel is suspended until further notice.