

MARIST

CLUBS AND ORGANIZATIONS

**Club Officer Handbook
2011-2012**

www.marist.edu/clubs

Contents

Marist College Mission Statement.....	3
Marist College Vision Statement	3
Important Contact Information	4
Semester Checklist.....	5
Events.....	6
Reserving a Room	7
Club Management System.....	7
Event Proposals:.....	8
Taking Attendance:	8
Event Evaluations:.....	8
Club Websites	9
Club Flash Drives	9
Other Technology Items.....	9
Financial Guidelines and Information.....	10
Guidelines from the Chief Financial Officer (CFO).....	10
Uses of allocated Funds	10
Financial Forms	11
Petty Cash Slips	11
Check Requests.....	12
Tax Exempt Forms.....	12
Purchase Order	12
Guidelines to Keep a Club Charter	13
Bylaws	13
Faculty Advisors	13
Membership.....	13
Meetings	14
Election of Officers.....	14

Marist College Mission Statement

“Marist is dedicated to helping students develop the intellect and character required for enlightened, ethical, and productive lives in the global community of the 21st century. “

Marist College Vision Statement

The College fulfills its mission by pursuing three ideals: excellence in education, the importance of community, and the principle of service. These ideals were handed down to us by the Marist Brothers who founded the College. Although Marist is now an independent institution governed by a lay board of trustees, the three ideals remain an integral part of the College mission.

The Marist ideal of excellence in education is achieved through an emphasis on quality teaching and distinctive learning opportunities. At the undergraduate level, this begins with a firm foundation in the liberal arts and sciences. Through core courses and their major field of study, students are educated to think logically and creatively, be able to synthesize and integrate methods and insights from a variety of disciplines, and effectively express their opinions both orally and in writing. Students are encouraged to consider the ethical dimensions of the subjects they study, and to become more aware of their own values and the value implications of the choices they make in their public and private lives. They are also exposed to cultures other than their own through on-campus programs and study abroad.

In addition to offering undergraduate programs to traditional-age students, Marist has a long history of serving the needs of adult learners for graduate, degree completion, and continuing education programs. The College offers these students an educational experience that meets the same high standards as our traditional undergraduate programs. Marist allows these students to balance their education with work and family responsibilities by offering flexible scheduling, alternative methods of program delivery, and satellite campuses.

Marist seeks to distinguish itself by the manner in which it uses information technology to support teaching, learning, and scholarship at both the undergraduate and graduate levels. The College believes that by familiarizing our students with these advanced technologies, it better prepares them to be productive members of society and lifelong learners.

The Marist ideal of community is based on the belief that we become a better institution through the active involvement of faculty, staff, students, and alumni in the life of the College. At a time when social bonds in our society are tenuous, we seek to develop a relationship between our community members and the College that will last a lifetime. We do this by nurturing the development and well-being of all our community members. Of particular importance is assuring that the life of students outside the classroom is supportive of the educational goals pursued inside the classroom. We strive to be a diverse community but also one united by a shared commitment to the free exchange of ideas, consideration of the opinions of others, and civility in all our interactions.

Finally, Marist believes in the dignity of every human being and is committed to the principle of service. The College conducts programs for the disadvantaged, a wide variety of programs that meet community needs, and programs that broaden access to education. We encourage students, faculty, staff, and alumni to make service an important part of their lives. Students are encouraged to become involved in campus activities, programs that assist the less fortunate in our society, and service projects throughout the Hudson River Valley and around the world. By sharing their time and talents, students help make Marist a better place to live and learn while developing a sense of personal and civic responsibility.

Important Contact Information

	Email	Phone Number
Chief Financial Officer	sga.cfo@marist.edu	845-575-3000 x2206
Chief Information Officer	sga.itc@marist.edu	845-575-3000 x2206
College Activities	college.activities@marist.edu	845-575-3279
Priority Points	prioritypoints@marist.edu	845-575-3279
Sodexo Catering	catering@marist.edu	845-575-3229
Student Government Association	sga@marist.edu	845-575-3000 x2206
Vice President of Club Affairs	sga.clubs@marist.edu	845-575-3000 x2206

Semester Checklist

Each semester, all clubs must complete the following requirements to remain in good standing:

Events:

- Complete at least 4 club events
 - One "Diversity Through..." event (see next page to see descriptions of different events)
 - One community service event (see next page to see descriptions of different events)
- Submit Event Proposals through the Club Management System for all events
- Submit Event Evaluations through the Club Management system for all events within 24 hours of the event

Activities Fairs:

- Attend all Activities Fairs for current and incoming students
 - Fall Semester (first Friday)
 - Sprint Semester (second Wednesday)
 - Open House Weekend (April)

Financial:

- Abide by all guidelines set by the Financial Board
- Allocate for funds by the date set by the Financial Board each semester
- Use at least 80% of allocated funds

Website:

- Abide by all guidelines set by the Information Technology Council
- Update Club Website on a regular basis

Club Development:

- Attend the leadership workshops led by the Vice President of Club Affairs and College Activities
- Review your Club Bylaws. Copies can be obtained from the Vice President of Club Affairs

Paperwork:

- Ensure Club Officer List and Club Roster in the Club Management System is current
- Check your club Mailbox (located in the Council of Clubs Room, SC 368) on a regular basis
- Submit Priority Point Reports by the date specified by the Office of College Activities

Other:

- Read Club Tip Tuesday each week! This e-mail is designed to help all the club officers. It will have important dates and information in it each week!

The Student Government Association and the Club Affairs Council understand that this can be overwhelming a lot of the time. This is why we urge each club to delegate work amongst the officers so your club can be run more efficiently!

Events

Social:

- These events can range from anything from a movie night to a pizza night, hang out, etc.
- If there is a social aspect to a club meeting (such as food!), that event can be counted as a social event.
- It should be noted that neither Marist nor your club has the right to show any movie they wish.. The College Activities Office will assist your club in purchasing the rights to show a movie. You must allocate to show a movie!

Diversity:

- The word diversity is defined as “the condition of being formed by many parts and differing elements.” Here at Marist College we want to bring a taste of diversity to our student body, which constantly defines and embodies the word. The “Diversity Through...” award was created in order to recognize clubs who show the true meaning of diversity in their own way
- Each month a winner is selected from the clubs who nominated an activity that displayed the greatest amount of diversity
- This event calls on the creativity of the clubs and their leaders. This event must be something different, whether being different culturally, spiritually, or anything that strays from the norm that your club usually does.
- Each semester, there will be a “Diversity Through...” publication highlighting the winners of the past semester.

Community Service:

- This is an event that aids the Marist, Hudson Valley, or world community
- You CANNOT use allocated or operational funds for this event. However, you can use money generated from a fundraiser.
- There are many events put on every year at Marist that can count towards your club’s cultural event. Examples include but are not limited to St. Jude’s Up ‘til Dawn in the fall semester and Relay for Life in the spring semester. Don’t be afraid to do something outside the box!
- These events are a part of what makes your club and Marist as a whole a great place. We really call on the creativity of the club leaders and members to think of new, fun events that many people can participate in. These events are also a great way to advertise your club and recruit new members!

Reserving a Room

These are the steps to ensure that you will reserve a room in time for an event or club meeting.

1. Obtain a Room Reservation Form from College Activities.
2. Check available rooms and times on the electronic schedule at College Activities
 - a. The Council of Clubs room (SC 368) is available for smaller meetings
 - b. Pick MORE THAN ONE location in case of scheduling conflicts.
 - c. Book enough time for set up and cleanup of your event (15 minutes before and after)
3. If you need any equipment (such as a projector) make sure you fill out the separate Equipment Request Form located right next to the room reservation form. **PLEASE DO NOT SUBMIT THE TECH REQUEST FORM UNTIL YOU HAVE RECEIVED YOUR RESERVATION CONFIRMATION IN YOUR CLUB MAILBOX.**
4. Submit the Form at College Activities after you have filled it out complete.

Make sure you submit your room request form AT LEAST two weeks in advance of your event!

Note: If you wish to reserve a room outside of the Student Center, you must fill out a Request for Use of Academic Facilities form from the Registrar's Office. This form MUST be submitted to College Activities for approval before it is submitted to the Registrar. Please allow additional time for this processing.

Club Management System

The Club Management System (CMS) can be found at <http://sga.marist.edu/clubs/>

The CMS is designed to help you easily manage the paperwork and administrative aspects of running your club. This is a tool that the Club Affairs Board and College Activities *require* all clubs to use on a regular basis. All clubs must submit both Event Proposals and Event Evaluations through this system in a timely manner.

For all assistance with the Club Management System, please use the Help and Support Link in the left side navigation. This will ensure a prompt response from the appropriate person.

Student Information Privacy Policy

All information accessed within this system is "for-your-eyes-only." As per the Information Technology Acceptable Use Policy and Information Security Policy, student information such as CWID numbers, email addresses, and event attendance are confidential, and only other officers of your club are authorized to view it.

All activities within the Club Management System are logged. Any misuse of this system will be noted and reported to the Office of College Activities, Information Technology, and the Office of Student Conduct. Disciplinary action will be taken should it be deemed necessary.

Event Swipe Policy

Please be aware that it is at the discretion of each student to swipe his or her Campus ID or manually input his or her CWID number. Though preferred, students are not required to do this.

It is also important to *inform any students who opt-out of this system that they may not be eligible for Campus Involvement Priority Points from your organization.* Any questions they have should be directed to the Office of College Activities.

Event Proposals:

An Event Proposal is supposed to be filled out prior to the event taking place

1. Log into the CMS at <http://sga.marist.edu/clubs>
2. On the left hand side, click on the link "New Event"
3. Fill out the necessary information, and click submit
4. Your event is now ready and you can take attendance

Taking Attendance:

We urge you to take advantage of the "swipe system" (laptop and card reader) to make taking attendance easier for your club. This "swipe system" can be signed out at the College Activities Office. Please note that the laptops may not be removed from the Student Center, but the card swipes may be borrowed for use with any computer on campus. You may also manually enter CWIDs without the card swipe for smaller events.

1. Obtain a card reader and laptop from college activities prior to your event by signing it out and leaving your Marist ID card at College Activities
2. Log into the CMS at <http://sga.marist.edu/clubs>
3. Click on the link "View Pending Event"
4. Plug in the card reader and have event attendees swipe their Marist ID cards
5. Return the laptop and card reader to College Activities after the event.
6. Your event can now be evaluated

Event Evaluations:

1. Log into the CMS at <http://sga.marist.edu/clubs>
2. On the left hand side, choose the link "View Pending Event"
3. Click on the last link in blue that says "Complete Evaluation"
4. Fill in the necessary information
5. Submit your Event Evaluation for approval

Please note that the Office of College Activities and the Council of Clubs will not consider an event completed until the Event Evaluation is completed and approved. Event Evaluations must be completed within 24 hours of the event.

Club Websites

A website is a great way for your club to get information out to both current and prospective members, as well as students considering Marist. It is important that these websites are informative, appropriate, and up-to-date so that they are useful to those who access them. All Student Government Association Chartered Clubs and Organizations are required to maintain a website using the OmniUpdate content management system. Access to this system is granted to one user per club and clubs must request to change this user when officers change.

All club websites must fulfill the requirements published by the SGA Information Technology Council (ITC). Failure to do so will result in club disciplinary action.

All questions regarding club websites should be directed to the SGA Chief Information Officer at sga.itc@marist.edu. Forms and directions can be found at <http://clubs.marist.edu/itc>.

Club Flash Drives

Each semester, all clubs are issued a flash drive containing important club information such as the club officer handbook, website guidelines, and financial allocation forms as well as any documents previous club officers have saved to provide to future officers.

At the end of each semester, these flash drives must be returned to SGA to be updated and backed up. Failure to return the flash drive by the required date will result in a \$15 charge to your clubs operations funds as well as potential disciplinary action.

Other Technology Items

Any additional technology needs or requests should be directed to the SGA Chief Information Officer at sga.itc@marist.edu

Financial Guidelines and Information

Guidelines from the Chief Financial Officer (CFO)

1. You are responsible for keeping financial records for your own club. Always know how much of your allocated funds and generated income has been spent. It is often difficult to determine exact account balances during the year, and not having updated records makes it even harder to do so. This also helps with the transition process, because new club leaders need to be presented with accurate records. If you would like assistance creating an electronic document in order to keep track of your club's finances, the CFO would be happy to help.
2. Please make copies of all receipts before submitting anything to the CFO mailbox. While the original copy must be turned in, it is always important to have a back-up just in case. You cannot be reimbursed without proof that the purchase has been made.
3. Use a tax exempt form to avoid paying taxes on anything bought in New York State. This form can be obtained from the Office of College Activities, and needs to be presented upon purchasing anything for your club. You will NOT be reimbursed for taxes paid if a tax exempt form could have been used.
4. Please refer to the properly filled out sample forms posted in the SGA Office if you are unsure of the information to provide. Avoid leaving blank spaces and try your best to use the correct codes and formatting.

Uses of allocated Funds

The Financial Board has rules on what you may and may not use allocated funds on. If you have any questions about any of these, please contact the SGA Chief Financial Officer (CFO) at sga.cfo@marist.edu.

What you can allocate for:

These are just examples and allocations are not limited to these suggestions.

1. Operating expenses (Max: \$200 per club per semester)
2. Materials for Club Banner (Max: \$50)
3. Refreshments for events (Max: \$300)
4. Student Disk Jockey (Max: \$150)
5. Professional Disk Jockey (Max: \$300)

What you CANNOT allocate for:

1. Alcohol
2. Charity Events
3. T-Shirts/personal gear and items
4. Conference Expenses, outside of travel and lodging
5. Awards, ceremonies, pizza, etc. for a winning group
6. Dinner expenses who dine with a invited speaker
7. Partisan political activities
8. Dues
9. Varsity Sports Equipment
10. Events that might exclude any college member from the event
11. Admission charge for an event (you may use Operations Funds)
12. Activities whose primary purpose is to raise funds for the club such as raffles and ticket sales.
(you may use Operations Funds)

*Note that these expenses may be covered with funds raised through club activities.

Financial Forms

Petty Cash Slips

Petty Cash slips are slips that will enable clubs to pick up a maximum of \$50 from the Business Office. These slips can either be used to reimburse someone or as an advance for a club event. Only the Club president or treasurer may use a petty cash. These are the steps in order to acquire one:

1. Allocate for the money the semester prior to the event taking place.
2. Pick a petty cash slip from the Student Government Office (SC 347).
3. Fill this form out and drop it off to the Office of College Activities.
 - a. If this is a reimbursement, you must have the receipt with you and make a copy of the receipt for your records beforehand*
 - b. Attach the original receipt to the form
4. Within the next week, the Petty Cash will be placed in your Club mailbox in the Council of Clubs room (SC 368). You may then go to the business office (Donnelly 210 right next to financial services) to cash the petty cash.
5. If this is an advance, you MUST return the petty cash with the receipt verifying your purchase to the Business Office.

Check Requests

Check Requests are used for any reimbursement or advance that total exceeds \$50. Only the club president or treasurer may fill out this request. Here are the steps to fill out a check request

1. The steps are similar to the Petty Cash as shown above.
2. The check will take longer to process than a petty cash form. The schedule for check requests to process is located in the Student Government Office.*

***You may NOT be reimbursed for any transaction involving a credit OR debit card!**

Tax Exempt Forms

Clubs **MUST** use a tax exempt form for the purchase of materials for use by your club. You may pick up a tax exempt form at the College Activities office. You will NOT be reimbursed for any tax charged!

Purchase Order

Purchase Orders are used when a club or organization is planning to use an outside vendor to supply a service typically exceeding \$50 (such as transportation, equipment, food, etc.). The Club president or treasurer should fill out this form. Here are the steps to fill this form out

1. Research what you need
2. Obtain a Purchase Order form from the Student Government Office (SC 347).
3. Fill the form out. Your club name should be entered under the department section, and the outside company for the suggested vendor.
4. Attach a price quote from the company to the form to verify the cost of the service
5. Return the form to the College Activities Office.

Note: In some situations, Marist College already has pre-approved vendors for many services. Ask College Activities who these vendors might be if you need assistance.

Guidelines to Keep a Club Charter

A charter given to a club by the Student Government Association is a privilege, and unfortunately Marist College does not have the capacity to give out charters to each and every club. The purpose of a club charter entitles those clubs to certain benefits, such as: use the Marist College name, recruiting new members among the student body, use the Student Center facilities for events and meetings, Financial Board for allocations of the student activities fee, use the Student Center equipment and technical assistance free of charge, use established College resources for publicity and program assistance, represent Marist College at inter-campus events, and use the Business Office for financial transactions. These are ways you can keep your charter and stay in good standing with the College.

Bylaws

Each club is required to have By-laws to keep club business orderly and to insure the consistency of club operation throughout changes in officers and membership. Bylaws should be reviewed on a regular basis

- i. All clubs must continue to meet the conditions for initial recognition.
- ii. No club may have clauses restricting membership of persons of the Marist College student body
- iii. Clubs shall not have to ensure the protection of the basic rights of the student body.
- iv. All amendments to the Club bylaws must be submitted to the VP for Club Affairs for approval before being adopted and practiced by clubs
- v. Bylaws must be consistent with College and Student Government Association Policies.

Faculty Advisors

Each club is required to have a faculty advisor to help integrate the academic and student life areas, and to give structure and guidance to the club. We urge clubs to use these advisors for guidance wherever possible. The responsibilities of an advisor include:

- i. Assisting in the planning and monitoring of the club budget each semester.
- ii. Acting as a resource person for the club for meetings or events.
- iii. Being present at social or cultural events sponsored by the club.

Membership

The following guidelines have been established to provide structure on the status of members:

- i. Only full-time Marist students shall be eligible for membership and activities of the particular club.
- ii. College policies pertaining to discriminatory practices must be followed.
- iii. Members must also maintain a minimum of a 2.0 GPA to participate in the club

Meetings

All clubs are required to hold at least one general members meeting a month. This is to ensure that club members are informed of club happenings, and it is also to help your club's population grow. Please publicize these meetings to both members and the student body to ensure a high attendance and future growth of your club

Election of Officers

To assure that the clubs plan properly for its future officers' training, the following guidelines have been established:

- i. All major officers must be elected during the month of March of the academic year. The names and information of all new officers should be changed on the Club Management System as soon as possible.
- ii. The term of office for all officers shall be one year, unless otherwise indicated in the clubs bylaws.
- iii. Please review and follow your Club bylaws because they will set out your club's proper elections process.