

Dear Club Leader,

This Club Officers Handbook is designed to help you with the process of running a club. With these tools along with the Club Affairs Council and the Student Government Association, you should be able to have an extremely successful year with your board. As with all informational guides, there is always room for improvement. If you have any questions whose answers are not located within this guide or any suggestions on how to make this guide more comprehensive, please feel free to contact your Club Affairs Council at [sga.clubs@marist.edu](mailto:sga.clubs@marist.edu).

College life is not one that is consistent from semester-to-semester or even day-to-day. Life pops up which can get in the way of academics and the hardship of running a club. However, you are all leaders for a reason. Finding a way to balance all these parts is difficult, but it is possible. Using your resources is the easiest way to find this balance. This guide is one such resource and there are more all over campus. The first avenue for guidance should be the Club Affairs Council. You should see us much more often than in the past and the reason is that we want to know who you are so you can feel comfortable asking the questions that need to be asked. Do not hesitate to ask for help. It is our job to be there for you.

The Student Government Association has provided you with this flash drive to keep a record of all your club documents. Holding a leadership position is a lot of responsibility and we are trying to make the whole process a little easier for you. But remember that if you are not enjoying what you are doing, then something is wrong. So come speak to us and give us an idea of how we can make your leadership experience better and more enjoyable. We want to establish a line of good, effective, and happy leaders for your club. It is my belief that people do a better job when they are happy. Let us know what is going on with you.

We are happy to have your working as a leader on the campus. Be creative, be open-minded, and be happy. I am excited to work with you in making this campus better. If you, at any point, have questions always feel free to stop by the Student Government Office (SC 347), the Council of Clubs Room (we should have comment boxes in there soon!) or call ext. 2206. To reach me directly, feel free to email me at [sga.clubs@marist.edu](mailto:sga.clubs@marist.edu). Good luck!

Sincerely,

Jeremie Hittenmark

Vice President for Club Affairs

# **Marist College Clubs and Organizations**

## **Officer Handbook**

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### **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.

### **How the Vision Statement affects you**

The Marist College Mission Statement and Vision are important to you and your goals as a club leader. Excellence in education, the importance of community, and the principle of service are the three ideals that Marist College holds close to the heart. The main forefront of two of these ideals, community and service, begin with our club.

Marist College counts on you to go into the community and offer service to those in need as representatives of the college. As representatives, the community looks at us to sustain the high reputation of Marist as poised, respectful individuals and the Student Government Association encourages us to remember these ideals when we act within our club. You and your members must not only consider our personal reputations, but the club as a whole, the Student Government Association and Marist College as a collective.

Through the Mission Statement, there is an opportunity for our club to fulfill all aspects of the ideals yourselves, and help other students rise above the standard to reach the excellence that Marist College encourages of all their students. It is our duty as a club leader to realize these ideals within every event and service completed. The College supports us in completing these ideals within our clubs by offering you the resources necessary to succeed and further the mission.

The College expects us as an individual and as a club to uphold these values and ideals instilled with us from the Marist Brothers. With this expectation and support, the College also has the inherent right and authority to recognize and regulate all clubs on campus. The College sees membership in clubs and organizations as meaningful total educational experience: a balance between studies and service. An organization is accepted at Marist College on the premise that the stated By-laws clearly define the goals of the organization that are compatible with those of the College and with the understanding that the organization will consistently work towards the achievement of these goals during every administration.

Marist College expects that we, as a club, contribute to the development of the individual members' development of a more well rounded person. The College that this is accomplished by providing a quality atmosphere that inspires intellectual, cultural, and social aspects of the community; thereby promoting respect for leadership, and the rights of all people, and responsible decision-making. An effective organization encourages active participation in campus events and activities, which supports

others' ventures at achieving these College ideals as well. Marist College looks at clubs and organizations to offer an outlet for interactions between students building strong relationships that develop maturity and personal responsibility. In addition, clubs are to promote attitudes that stimulate interest in higher education in general, and Marist College in particular.

Marist College expects all of its students, faculty, and staff to exhibit the ideals stated in the Mission Statement in all of their ventures. However, the College recognizes the uniqueness in the opportunity that clubs and organizations offer to spread the ideals to the surrounding the community. The College sees clubs and organizations as an important representation and therefore holds all representatives to the highest standards of ethics and morals, as well as upholding all the rules and regulations set forth in the College Student Handbook. Marist College expects all club leaders to set the ultimate example for academic and ethical performance.

The College's relationship to clubs and government is more than recognition, it is a close relationship based upon interests and reciprocal support. From the Club perspective, chartered clubs and organizations publicly acknowledge responsibilities to the College while contributing in a positive way to the College's total mission. Clubs and organizations benefit and support the College in a number of ways. The Constitution and By-laws of each organization state the educational purpose and intent of the organization. This educational purpose is expressed in the following ways:

- All clubs and organizations require that a student must be in good academic standing with the College before he or she can become, or remain a member. **Good academic standing refers to a cumulative GPA of 2.0 or higher.**
- A slate of programs addressing the personal and intellectual growth of the individual and/or group in planned and implemented by each organization according to the Student Government Organization and College Guidelines.

### **CLUB AFFAIRS COUNCIL**

The Clubs Affairs Council is comprised of nine members. The Vice President for Club Affairs is appointed by the Student Body President of the Student Government Association with the approval of the Student Senate. The VP for Club Affairs has an Assistant, a Special Events Coordinator, and six Council Representatives. The clubs and the club affairs council are divided into the following six councils:

- Co-Curricular Advisory Council
- Greek Advisory Council
- Honorary/Professional Advisory Council
- Production/Performance Advisory Council
- Social Service Advisory Council
- Sports Advisory Council

Each club will have one member, usually the president, to the Council Representative to the club's advisory council meeting. The representative will meet regularly with the respective council as requested by the VP for Club Affairs. Each council will have a Student Government Representative present at the advisory council meetings. This representative will meet weekly with the VP for Club Affairs, or as deemed necessary by the council.

The purpose of the advisory council meetings:

- To open the lines of communication between related clubs
- To advise and provide assistance to clubs that are experiencing difficulties in certain areas such as: membership, leadership, SGA club requirements, event planning, etc.
- To keep the VP for Club Affairs updated on the day to day operations of the clubs

At the end of every school year, the Club Affairs Council honors the outgoing leadership for their exceptional programming and distinguished service to the Marist College community with a set of Club Awards. Clubs are asked to submit a letter of nomination in early March that include their successes for past year. Clubs are also asked to nominate their Faculty Advisors as well, for advisors that have given exceptional advice, guidance, and involvement. The awards are based off the clubs performance and leadership throughout the year and are presented at the Student Government Transition dinner. The awards are listed below:

- Club of the Year
- Service Club of the Year
- Class of the Year
- Council of the Year
- Faculty Advisor of the Year

**Bylaws of the  
Marist College Student Government Association  
Club Affairs Council  
Appendix G  
Revised: April 2009**

**Article I** Name

- The organization governed by these bylaws shall be known as the Club Affairs Council (CAC).

**Article II** Purpose

- The purpose of the Club Affairs Council is to organize and manage all clubs and organizations chartered by the Marist College Student Government Association. The Club Affairs Council ensures that all clubs and organizations are operating under Marist College directives, Student Government Association directives, and the club guidelines as set forth by the Club Affairs Council (CAC). The Club Affairs Council will keep in constant communication with all clubs, the Student Government Association, faculty advisors, and Marist College administration.

**Article III** Membership

- Section 1. Any full-time undergraduate student is eligible to become a member.
- Section 2. Members are expected to fulfill their duties to the best of their abilities, and when in need of guidance, approach the appropriate Student Government Association faculty member/advisor. In such case that a member cannot carry out their duties, written notice must be made to the Vice President for Club Affairs so that appropriate arrangements may be made.
- Section 3. Membership shall be divided into two categories: Executive Board, and Council Representatives.
- Section 4. Members are expected to review and become familiar with the duties of the Club Affairs Council, as well as the requirements of Marist College Student Government Association chartered clubs and organizations at Marist College.
- Section 5. Members are highly encouraged to offer knowledge and experience from membership in Marist College Student Government Association chartered clubs and organizations.
- Section 6. Membership of the Club Affairs Council shall last for the duration of the Vice President for Club Affairs tenure, or the length of the Student Body Presidential term.

**Article IV** Officers

- Section 1. The Club Affairs Council Executive Board shall consist of: the Vice President for Club Affairs, the Assistant Vice President for Club Affairs, the Events Coordinator, the Chief Investigator, and the Chief Information Officer of Marist College Student Government Association Executive Board.
- Section 2. All Executive Board positions are appointed by Vice President for Club Affairs.
- Section 3. Executive Board Duties are defined below:
  - A. Vice President for Club Affairs-
    1. Shall act in accordance with the Marist College Student Government Association Constitution and Bylaws.
    2. Shall serve as the chair of all meetings and events of the Club Affairs Council.
    3. Is responsible for maintaining communication between the Marist College Student Government Association, and the Club Affairs Council.
    4. Shall enforce the Marist College Student Government Association Club and Organizational Disciplinary Matrix.
    5. Shall maintain a Club Officer Handbook, Operations and Procedures manual.
    6. Shall oversee the chartering of new clubs and organizations, as well as the de-charting of existing clubs and organizations, as per the Marist College Student Government Association Club and Organization Guidelines.
    7. Shall have the exclusive power to veto all decisions reached by the Club Affairs Council.
    8. Shall cast the deciding vote in the event of tie amongst voting members.
    9. Shall be responsible for informing clubs and organizations of their right to judicial process when a sanction is issued.
  - B. Assistant Vice President for Club Affairs-
    1. Will serve as a non-voting member of the Club Affairs Council Executive Board.
    2. Shall perform the duties and tasks the Vice President for Club Affairs deems necessary.
    3. Shall record and prepare minutes for each Club Affairs Council meeting.
    4. Shall keep a master copy of all minutes on disk and submit it to be archived in the Student Government Association office at the end of each administration.
    5. Shall be responsible for the maintenance and recording of all club records, such as attendance, event evaluations, sanctions, etc...
    6. Shall be responsible for all communications within the Club Affairs Council.
    7. Shall report directly to the Vice President for Club Affairs.
    8. Shall maintain a minimum of 3 posted office hours per week.
  - C. Events Coordinator
    1. Will serve as a non-voting member of the Club Affairs Council Executive Board.
    2. Shall assist the Vice President for Club Affairs with all related events and conferences.
    3. Shall perform all other duties and tasks, the Vice President for Club Affairs deems necessary.
    4. Is responsible for coordination with the Director of Public Relations, of the Marist College Student Government Association Executive Board, to promote the Club Affairs Council.
    5. Shall report directly to the Vice President for Club Affairs.
    6. Shall maintain a minimum of 1 posted office hour per week.
  - D. Chief Investigator
    1. Will serve as a non-voting member of the Club Affairs Council Executive Board.
    2. Shall assist the Vice President for Club Affairs with all investigations, and incidents pertaining to clubs and organizations.



3. Shall perform all other duties and tasks, the Vice President for Club Affairs deems necessary.
  4. Shall keep all matters confidential and secure all documents, reports and statements that are used during any investigation.
  5. Shall report directly to the Vice President for Club Affairs.
  6. Shall coordinate with the Judicial Board, should a judicial process be initiated.
  7. Is responsible for investigating all Club Affairs Council disputes.
  8. Shall be responsible for attending one general members meeting of every club and organization within their tenure.
  9. Shall maintain a minimum of 1 posted office hour per week.
- E. Chief Information Officer of Marist College Student Government Association Executive Board
1. Will serve as a non-voting member of the Club Affairs Council Executive Board.
  2. Shall act in accordance with the Marist College Student Government Association Constitution and Bylaws.
  3. Shall offer knowledge of club and organizational expertise.
  4. Shall work with the Vice President of Club Affairs, as well as all other council members.

#### **Article V** Council Representatives

- Section 1. The Club Affairs Council- Council Representatives shall consist of: Co-Curricular Council Representative, Greek Council Representative, Honorary/Professional Council Representative, Production Performance Council Representative, Social/Service Council Representative, and Sports Council Representative.
- Section 2. Council Representative positions are appointed by Vice President for Club Affairs.
- Section 3. Council Representative Duties
  1. Shall have voting power on the Club Affairs Council.
  2. Shall chair bi-weekly meetings with their respective councils.
  3. Shall keep accurate minutes of all council meetings and report them to the Vice President for Club Affairs.
  4. Shall maintain accurate attendance records of council meetings.
  5. Shall be required to attend weekly meetings of the Club Affairs Council.
  6. Shall be required to attend one general members meeting of every club and organization within their respective council, per semester.
  7. Shall perform all other duties and tasks, the Vice President for Club Affairs deems necessary.
  8. Shall report directly to the Vice President for Club Affairs
  9. Shall maintain a minimum of 1 posted office hour per week.
  10. Shall be required to attend Club Affairs Council-sponsored events and conferences.
  11. Shall be responsible for the nomination of clubs and organizations for Club, Class, Social Service Club and Council of the Year using the award guidelines set forth in Marist College Student Government Association Club and Organization Guidelines.
    - a. Upon agreement of nominations, with the Vice President for Club Affairs, Council Representatives shall be responsible for determining the recipient of each award.

#### **Article VI** Removal of Officers

- Section 1. All officers are subject to removal from office for not effectively following all responsibilities and duties of their appointed position.
- Section 2. Grounds for removal from office include:
  - A. Gross negligence of duties.
  - B. Excessive absenteeism (unexcused Absenteeism from two (2) or more Executive Board meetings per semester).
  - C. Abusive Conduct, such as verbal, physical, or technical abuse.
  - D. Any conduct that violates the Club and Organization Disciplinary Matrix.
  - E. Any other act which violates the rules expressed in the Student Government Associations Constitution and Bylaws
  - F. Any other act which goes against the Marist College Student Code of Conduct.
- Section 3. Removal from office will be at the discretion of the Vice President for Club Affairs, in accordance with the Student Body President.
- Section 4. Removal from office will be complete after a letter written by Vice President for Club Affairs is accepted by the Student Body President and Chief Justice.
- Section 5. All appeals must be made, in writing, to the Student Government Association Judicial Board.

**Article VII** Meetings

- Section 1. The Vice President for Club Affairs is required to meet with the following administrators and officers throughout the term:
  1. Director of College Activities on a weekly basis.
  2. Student Body President weekly, and as needed.
  3. Assistant Dean of Student Affairs, as needed.
  4. Greek Council Advisor as needed.
  5. Administrative and Faculty Advisor for the Student Government Association weekly, and as needed.
- Section 2. Club Affairs Council Executive Board meetings shall be held once a week, or as deemed necessary. Necessity of meetings will be determined by the Vice President for Club Affairs.
- Section 3. Meetings shall be called to order by the Vice President for Club Affairs

**Article VIII** Committees

- Section 1. The Vice President for Club Affairs is empowered to create any ad-hoc committee and/or standing committee. These committees are required to report their findings to the Club Affairs Council.

**Article VIII** Parliament Procedure

Unless suspended, all meetings will be run according to Roberts Rules of Order, Newly Revised.

**Article X** Amendment of By-Laws

These by-laws may be amended by a majority vote of the members provided that a quorum is present. If such Amendments pass by the majority, it then must be presented to the Student Government Association for final approval.

**Article XI** Policies and Actions

The Club Affairs Council and any individual associated Club Affairs Council shall abide and conform to all Federal Laws and New York State Laws, all rules and regulations of Marist College, and all directives of the Student Government Association. Any violations of the aforementioned criteria may result in disciplinary action.

**Article XII** Hazing Policy

Hazing as defined by the Marist College Student Handbook: An act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The Club Affairs Council prohibits hazing of any kind.

**MAINTAINING A CLUB CHARTER**

The purpose of a club charter entitles those clubs to certain privileges. Chartered clubs are allowed to: use the Marist College name, recruit new members among the student body, use the Student Center facilities for events and meetings, apply to the 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.

**A. By-laws**

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.

1. All clubs must continue to meet the conditions for initial recognition.
2. No club may have clauses restricting membership of persons of a particular race, creed, color, or religion.
3. No club may have clauses condoning the practice of hazing in any form.
4. All amendments to the Club By-laws must be submitted to the VP for Club Affairs for approval before adoption by club members.
5. By-laws must be consistent with College and Student Government Association Policies.

**B. 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. The responsibilities of an advisor include:

1. Assisting in the planning and monitoring of the club budget each semester.
2. Acting as a resource person for the club for meetings or events.
3. Being present at social or cultural events sponsored by the club.
4. Submitting an annual report of the club's activities to the Student Government Association to be passed on to the Dean of Student Affairs and to the Academic Vice President.
5. Assisting the club by setting realistic goals and objectives for each year.

### **C. Membership**

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

1. Only full-time Marist students shall be eligible for membership and activities of the particular club.
2. Membership in the club is by a signature of the student on the membership list. A student maintains that membership by choice.
3. College policies pertaining to discriminatory practices must be followed.

### **D. Meetings**

All clubs are required to hold a general meeting at least once a month. Please publicize these meetings so your membership can be informed. All meetings, both on and off campus, are required to be reported to the College Activities Office. All money from an event must be deposited immediately in the College Activities safe.

### **E. Election of Officers**

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

1. All major officers must be elected during the month of March of the academic year. The names and summer addresses, phone numbers, and social security numbers of all newly elected officers must be submitted to the College Activities Office **immediately** after elections take place.
2. The term of office for all officers shall be one year, unless otherwise indicated in the clubs By-laws.

### **F. Organizational Reports**

An organization report must be submitted to the College Activities Office **at the beginning of each term**. It shall consist of: name of the club, current officers' addresses, phone numbers, and CWID numbers.

### **G. Activities and Events**

All activities shall uphold the integrity of Marist College and comply with all local, state, and federal laws.

1. Each club must have a minimum of four events per semester, in which one of those is community service.
2. Fundraising policies are:
  - a. Chartered organizations shall be permitted to raise funds on a limited basis.
  - b. All fundraising requests must be submitted to the Financial Board for approval.
  - c. After being approved by the Financial Board, the fundraisers will be placed on the calendar so two similar events are not taking place at the same time.

#### **H. Allocation Policies**

1. Only chartered clubs may apply to the Student Government Association for budget allocations. The application must be submitted according to the deadline set by the Financial Board and College Activities Office each semester.
2. The application must be received completed and on time for the Financial Board to consider the club's request.
3. All submitted budgets must be signed by the organization's faculty advisor.

#### **I. Violations**

Each club is expected to adhere to the Student Government Association Constitution, the club's By-laws, all current school regulations and policies as stated in the Marist College Handbook. Failure to do so by any club will result in sanction, suspension, or revocation of the charter by the Student Government Association or the College as necessary.

#### **J. Miscellaneous**

1. The Student Government Association requires all clubs to attend every activities fair, leadership conference, and advisory council meetings.
2. Each club is required to submit a Priority Points reports of each club member's level of activity complete with CWID numbers to the Assistant Director of College Activities when requested.
3. Each club is required to respond to the VP of Club Affairs when given a sanction of the club disciplinary matrix.

#### **CLUB CHALLENGES**

Club Challenge's are designed to stimulate creativity and interest in outlets that are not normally associated with said club. These challenges are produced by College Activities and the Club Affairs Council. Participation in these challenges is strongly recommended and is taken into consideration by the Club Affairs Council when deciding upon the club awards. Five points are awarded to each club who participates and ten points to the club that wins the club challenges, with the points figuring into the Club Affairs Council awards and possible prizes.

## **DISCIPLINARY MATRIX**

All clubs that are recognized by the Marist College Student Government Association are obligated to abide by the rules set forth in the Disciplinary Club Matrix. If at any time a club is found in violation of the Matrix, that club will receive sanctioning. A club sanction is a very serious offense and given the severity, could be very detrimental to the future of said club. Please be advised that the Club Affairs Council reviews each sanction before filing. It at anytime club leadership feels that the sanction is unjust or based on a misunderstanding, they are encouraged to contact the Vice President of Club Affairs. If your club feels that there was a faulty procedure or prejudice in the sanctioning, an appeal to the Student Government Association Judicial Board should be submitted.

### **STANDARDS FOR CLUB MEMBERS**

#### A. Academic

In order to maintain membership in a chartered organization, the student must be in good academic standing. Officers must comply with the College's GPA restrictions. Students who do not maintain a cumulative GPA of 2.0 have probationary status with all of his or her extracurricular organizations.

#### B. Membership, Education, and Development

It is the right of undergraduates in individual organizations to select their own members within the context of allowing no discrimination or disqualification because of race, color, creed, national or ethnic origin, handicap, religion, sexual orientation or age.

#### C. Number of Members

All organizations are required to have minimum active membership of ten students. Should the membership fall below that minimum, the club's charter shall be reviewed by the Student Government Association.

#### D. Code of Conduct/Ethical Behavior

The College has responsibility in the area of student conduct to protect and promote the pursuit of its goals. The regulations governing student conduct emphasize the College's obligation to promote the personal freedom, maturity, and responsibility of student and campus organizations.

E. Officer Tenure

Officers hold a term of one year. Each term begins April 1, and ends March 31 of the next year. Elections should take place before the end of February. This overlap will allow outgoing officers to train the newly elected.

F. Finances

Each organization will prepare and submit a budget for its expenses for operation each semester. With the budgetary needs, the club must include a plan of at least two events for the following semester. All organization fundraisers must be approved through the Financial Board and the College. If an organization collects dues, the treasurer of that organization should collect those funds and deposit them in the College Activities Office safe, along with a list of those students who deposited funds.

G. Alcohol

All members, but particularly the officers of clubs, are responsible for being familiar with the College's policy on the use of alcohol, along with the New York state alcohol laws. ***The consumption of alcohol is not to be promoted or encouraged, and problems of abuse should be addressed by each organization. It is against the New York State Law to provide alcoholic beverages for anyone under the age of 21.*** It is also a violation of the law for anyone under the age of 21 to have alcoholic beverages in their possession for the purpose of consumption.

H. Illegal Drugs

The possession, sale, and/or use of illegal drugs or controlled substances at any sponsored event is strictly prohibited.

I. Community Relations

Respect for the surrounding community is essential to the mission of the College. Additionally, those clubs that have members residing in the community shall abide by appropriate town or city housing regulations.

## DRAFTING OF BY-LAWS

By-Laws defines the primary characteristic of the club. It serves as the fundamental instrument of how the club functions. All by-laws relating to the same subject should be grouped together under one article or section.

The following is the order of Articles:

- Article I NAME
- Article II PURPOSE
- Article III MEMBERS
  - Section 1. Type of membership, active, & passive
  - Section 2. Qualifications of membership
  - Section 3. Any required fess or dues
  - Section 4. Provisions of resignation
- Article IV OFFICERS
  - Section 1. Duties of Officers
- Article V ELECTIONS
  - Section 1. Method of elections
  - Section 2. Length of term
- Article VI MEETINGS
  - Section 1. Time and place of regular meeting
  - Section 2. Special meetings procedure
  - Section 3. Number constituting quorum
- Article VII EXECUTIVE BOARD
- Article VIII COMMITTEES
- Article IX PARILIAMENTARY PROCEDURES
- Article X AMENDMENT OF BY-LAWS
- Article XI POLICIES AND ACTIONS
- Article XII HAZING POLICIES

The last four articles are written out for you, please use them verbatim in your by-laws:

Article VIII Parliament Procedure

Unless suspended, all meetings will be run according to Roberts Rules of Order, Newly Revised.

Article X Amendment of By-Laws

These by-laws may be amended by a majority vote of the members provided that a quorum is present. If such Amendments pass by the majority, it then must be presented to the Student Government Association for final approval.



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Article XII      Hazing Policy

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**For more detailed direction in developing your club by-laws, please refer to the Paperwork section of the Handbook.**

## **EVENT PLANNING**

1. Fill out a Student Center Room Reservation Form, which can be found at College Activities. Wait for the form to be returned to your club mailbox as confirmation that the event and location have been approved.
2. Follow the guidelines in the financial board section to ensure that you properly receive your money for the event. Remember: less than \$50 is a Petty Cash Form, more than \$50 is a Check Request Form!
3. If publicity is needed for the event, a Copy Job Request Form is required.
  - a. Be sure to drop the copy request AT LEAST a day in advance. The copy center can produce requests on the spot, but it is not always guaranteed. By giving them at least a day to produce your request, it is guaranteed to be done.
  - b. Be sure to fill out all possible spots on the form. The more specific you are, the better your request will turn out.
  - c. Always be sure to put the appropriate account number on the form.
  - d. Color Catalogs can be found in the Student Government Office and are very helpful in choosing the color for your requests.
4. If you would like food at the event, a Dining Services Catering Contract is required.
  - a. Dining contracts should be filled out AT LEAST a week in advance.
  - b. Always specify the Pick up or Set up time for the event.
  - c. Sodexo is capable of straying off of the menu provided. The menu outlines the basics, but stop by their office in the front of the Dining Hall if you have any questions.
5. Once an event is complete, remember to fill out an Event Evaluation Form, Its important to have a record of what events went over well on campus and which events shouldn't be brought back again.
  - a. Complete evaluation forms should be signed by your advisor and dropped off in College Activities.

### **Co-Sponsoring Guidelines**

If you are interested in co-sponsoring an event with the Student Programming Council, here are a few helpful hints of what information to gather and what will be discussed at your meeting with the SPC Executive Board:

1. What performer are you interested in bringing to Marist (lecturer, performing artist, comedian, singer, band, etc.) and why would you like to see this performer at Marist? What does the performer do? If available, bring promotional information.
2. Has your club shown significant interest and offered support for the event?
3. What dates is the performer available?

4. Has this performer ever been to Marist before? Was the event successful? Why would you like to see this performer return?
5. Is the performer represented by an agent or are they self-represented? If represented by an agent, what is the agency name, phone number, and/or address?
6. What is the performer's requested fee? Does it include production, travel, and hotel accommodations?
7. What is the room availability for the dates the performer is available?
8. How much money have you requested from the financial board and what are you requesting of the Student Programming Council?

Just a reminder:

The Student Programming Council is not the only group on campus you can ask for money. Any club can join forces and finances with any other club on campus to co-sponsor an event. We also ask that in this matter, you keep in mind that you are asking a council for co-sponsorship of an event and not a club. We work hard and are responsible for a large majority of the programming that occurs on campus. In this situation it means you are not just asking students, you are asking faculty too. Plus, you do not require permission from SPC to have an event come on campus and we are in full support of club activity on campus.

## **TIP SHEET – CLUB EVENTS**

### Room Reservations

All Student Center and other building lobby reservations are through the College Activities Office.

Please complete and submit your requests by completely filling out the Room Reservation Form at least a week in advance to avoid in conflicts. The scheduling computer is located at the side window of the College Activities Office.

Please submit equipment request forms with Room Reservation Forms, if any technical needs are necessary.

### Movie Nights

All clubs must contact Michele Williams in the College Activities Office to hold a movie night. Please have 2-3 movie choices and be flexible.

Movie rights must be obtained before showing a public movie. Your club must allocate funds (\$200-\$400) for movie rights.

Please arrange for movie nights about a month in advance so that College Activities can secure the rights and the movie.

### Events

All clubs must submit event evaluations for every event (not including weekly meetings) no later than 5 days after each event. Evaluations can be found in the Student Government Office and must be submitted to College Activities, completed and signed with all three copies.

### Off-Campus Events

Any club event that will be held off campus must be reserved through the Student Government and College Activities Offices. Our offices need to know when, where, how, and the number of students that are attending. Please submit an itinerary to the College Activities Office for the event.

If a bus is needed, please arrange to meet with the College Activities Office to go over the specifics. Again, your club must allocate for transportation to the event.

## TIP SHEET - CREATIVITY

### Attendance

All clubs must keep accurate attendance records for each semester.

You must submit a copy of your records to the College Activities Office at the end of each semester. Please keep your original copy for Priority Point reporting.

### Poster Policy

College Activities must stamp all posters/flyers before posting on any approved bulletin board on campus.

There is a 24-hour approval period for your flyers, please plan in advance so that you have enough time.

Please submit a copy center request forms with your flyer so they are approved at the same time to avoid any delay.

### Raffles

Please contact the College Activities Office when planning raffles. There are State regulations that affect raffles, and therefore must be registered with the College Activities Office in advance

### Fundraising and Creative Events

When choosing fundraisers or events, please be creative. The repetition of successful events is good, but each club should look to build upon the event if it is to be repeated.

Clubs are encouraged to try new methods of fundraising such as hosting trips or contests for the Marist and local community, offering prizes for the winner of a fundraising activity/tournament, or simply sell club merchandise at your events.