

PURPOSE

This manual has been developed as a guide for advisors and student leaders to help them navigate the policies and procedures of Mohawk Valley Community College (MVCC) and Student Congress so that events and activities can be successfully planned and funded.

MVCC's co-curricular program is student directed and student oriented. Students decide the kinds of clubs, organizations, activities, and special events that happen at the college. Students develop a wide-range of life skills that help them succeed. The Student Activities Program at MVCC provides opportunities for learning not readily found in other college activities:

- Intellectual and individual growth
- Experience in planning events, activities and programs
- Fiscal responsibility
- Group leadership
- Cultural, educational, recreational and social events

All policies may be altered or amended by Student Congress or the Student Activities Office. Changes will be communicated to club advisors via College email and become effective immediately.

All policies contained herein shall be consistent with MVCC Board of Trustees Policies and Procedures.

Jeanne Clery Disclosure Act:

For Employees:

Under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, every full- and part-time employee of MVCC, Dormitory Corp., Auxiliary Services Corp., food services and other auxiliary units is defined as a Campus Security Authority (CSA).

According to the Clery Act, CSAs have the following responsibility: If any CSA becomes aware of a public safety incident, the incident should be reported immediately to the Department of Public Safety. Reports can be made by phone, e-mail, in person, or anonymously using the Hawkeye Tip Web page at <http://www.mvcc.edu/security/hawkeyetip>.

For Students:

If you see a public safety issue, you can report it to the Department of Public Safety or to any college employee. If you want to report it anonymously, use the Hawkeye Tip Web page at <http://www.mvcc.edu/security/hawkeyetip>.

SECTION I

STUDENT CLUBS/ORGANIZATIONS

Mohawk Valley Community College students are encouraged to form clubs/organizations and to sponsor activities that provide social, cultural, educational, and recreational experiences for members of the College community. These clubs/organizations must:

- Be recognized by the College
- Chartered by Student Congress
- Operate in a manner consistent with College policies and procedures
- Have members limited to the MVCC academic community.
- Not deny membership based on race, religion, national origin, sex or sexual orientation,

Staff of the Student Activities Office serves as the official College liaison with Student Congress and with student groups. The staff is available to assist students and advisors on matters pertaining to the club/organization and administration of the club/organization and activities and use of the Student Activity Fee.

New Clubs/Organizations

Students interested in forming a new club or organization should start with the Student Activities Office (Utica - ACC 208; Rome - PC A30). The staff will check and determine if a group with a similar purpose exists or has existed. If a group has been approved in the past the whole process is simplified. After checking and finding no previous or similar group new clubs/organizations have to do the following:

1. Complete an application for recognition and submit to Student Activities Office
2. Submit a current membership roster
3. Submit for consideration a constitution for the club/organization
4. Note: fraternities and sororities must comply with other regulations dealing with "pledging" included in New York State Education Law

Existing Clubs/Organizations

If a club/organization has a constitution on file and approved the group must submit to the Student Activities Office a Club/Organization Membership Form (**10 Member List**).

Registration does several things:

- Provides contact information for other students
- Includes meeting times and the location
- Allows the group to use college facilities
- Designates the club/organization advisor
- Designates the Student Congress delegate and alternate
- Is a pre-requisite for funding and spending Student Activity Fee monies

Advisors' Responsibilities

- Being familiar with the club/organization's history
- Being aware of the purpose and activities of the club/organization through attendance at club/organization meetings OR through bi-weekly consultation with the leaders.
- Acting as a source of general information regarding College policies and procedures.
- Encouraging members to assume the responsibility for their actions and effectiveness of their programs.
- Guiding while at the same time allowing freedom for members to plan and coordinate their own activities and programs.
- Providing special technical knowledge or information relevant to the needs of the organization.
- Signing Activity Fee vouchers and Club Event Form (a link is on the Activities homepage on the web) which verifies that the event and expenditures represent what was approved by the club/organization.
- Encouraging students to complete student activity fee processes in a timely manner.
- Accompanying students on any off campus trip or recommend another College employee, with equivalent training as a substitute advisor.
- Attending a one-time training whereby above responsibilities will be reviewed.
- May only advise a maximum of two clubs.

Group/Club Travel

- When a student group (club or class) is traveling off campus, a qualified trip advisor (inclusive of College, ASC and Dormitory Corporation employees) MUST travel with the group. For every twenty (20) students attending, there must be 1-2 qualified trip advisor(s) also attending the trip. Due to this requirement and the importance of volunteer advisors, the time spent away from campus will be considered "approved travel time," and shall not be considered "vacation time," assuming that the appropriate approvals have been received by the advisor's immediate employment supervisor.
- Due to the fact that advisors are volunteers, no additional compensation for evening or weekend hours will be considered. In addition, no claims for travel outside that associated with the club's travel will be considered.
- An approved Travel Request should be submitted by the employee to their immediate supervisor in a timely fashion. Travel expenses cannot be charged to the College's operating budget and will be funded by Student Activity fees.

Officers' Responsibilities

- Officers in student clubs/organizations shall carry out the responsibilities normally associated with their particular office and any special duties as designated in the club/organization constitution as well as the written operating procedures.
- The president must insure that a delegate and an alternate is named to attend Student Congress meetings and all required forms are completed in the name of the club/organization.
- Officers/delegates are responsible to communicate to their advisor(s) club activities and what occurs at Student Congress meetings.

New York State Education Law (Hazing)

In compliance with the New York State Education Law, MVCC includes in its' list of misconduct the following:

“Any action which threatens the mental, psychological, or physical health of another person at the College including those actions for the sole purpose of initiation into or affiliation with any organization (hazing).” (See the Code of Conduct in the Student Handbook.)

Section II

AWARDS AND HONORS

Annual Awards Reception

Student Congress and Student Activities sponsor's a program at the end of the Spring semester to honor those people who have provided outstanding service and leadership in clubs/organizations, as well as Student Congress. *Many Volunteers Can Create (MVCC)* is the Student Activities annual recognition for students who volunteer their time and talents with clubs/organizations.

Co-curricular Transcript (Student Development Record)

The Co-curricular Transcript is a document that lists leadership, professional affiliations/development, honors, scholarships and awards achieved through involvement in the co-curricular program of the College, as a list of events attended and tutorials taken to fulfill the Diversity/Global View graduation requirement.

Who's Who Among Students in American Junior Colleges

Who's Who Among Students annually honors outstanding campus leaders for their scholastic and community achievements. On campus selection is based on the following:

- Scholarship ability
- Participation and leadership in academic and co-curricular activities
- Citizenship and service to the school
- Future potential
- Second year matriculated student registered for nine (9) or more credit hours
- No single criterion is a determining factor

Faculty and staff nominate students. Applications are reviewed by a campus committee and submitted to the **Who's Who** national office.

SECTION III

SCHEDULING

MVCC reserves unto itself the sole right to schedule its facilities relating to such matters as what facility is available, cost of use, time of use, conflicts with other uses, deadlines for scheduling, etc. In terms of free speech or any limitations on speech the college remains viewpoint neutral. Using its right to schedule space and times of use the College may demand that appropriate provisions be taken to protect the rights of all members of the campus community. Requests by student groups to use college facilities and will be treated evenhandedly with respect to terms and conditions of the use (i.e. reservations, security, maintenance, insurance, etc.).

The SAO staff coordinates student club and organization events scheduled by both **students and advisors**. Persons responsible for planning events should consult with the staff before any definite plans are made to avoid conflicts.

Reserving Facilities and Scheduling Events

1. Check with the appropriate staff to place a hold on the facility needed. Any conflicts with a previously scheduled event may take additional approval steps. From the time a “hold” is placed on the facility, the club/organization has one week to file a *Club Event Request Form*. Failure to do so may result in the loss of the “hold” on the facility.
2. *Events planned for normal working hours*: No event will be held if the *Club Event Request Form* is not turned at least **ten school days** prior to the date of the event.
3. **NOTE**: Requests involving safety, insurance, or off-time issues need additional approval. At least **fourteen (14) days** are necessary to provide for appropriate staffing, fire department notification, fire watch coverage, and certificates of insurance.
4. *Events planned for after normal working hours*, **MUST be scheduled at least three (3) weeks prior to the event**. For these events a staff person must initial and record the date of the hold. The staff may schedule on campus events for student groups until 2:00 a.m., after that additional approvals are needed.

Late Night Events (LNE)

The College and Student Congress want to make every effort for successful late night events sponsored by various clubs/organizations of Student Congress. These guidelines are intended to ensure proper procedures are followed for successful events.

DEFINITION

A late night event is defined as one that:

- Begins at or after 9:00 p.m. AND
- Does not have table seating AND
- Does not have theater style seating

TICKETS

- All tickets will be printed by the College
- All ticket sales & distribution will be *in advance* out of the Student Activities Office
- Only 200 tickets will be available for events in the Commons (Alumni College Center)
- No tickets will be sold at the door
- Students may purchase 1 ticket for themselves and 1 guest ticket
- The student's name and the guest's name will be recorded on a ticket log; the student and guest must show photo ID at the door and the names must match the names on the ticket log
- At least 25% of the tickets must be sold and accounted for by Student Activities at least 3 business days prior to the event or the event will be cancelled. All contracts and expenses are the club's/organization's responsibility.
- Tickets and a college ID or proof of being 18 or older must accompany this ticket for entry into an event.

ADVERTISING

- All advertising (paper and electronic) must have Advisor or Student Activities approval

LOCATION

- All Utica Campus late night events will take place in the Commons (Alumni College Center).
- Only the quad-side entrance to the Alumni College Center will be used for entry into the event.
- Signs should direct attendees to the single point of entry.

SECURITY; OFF-DUTY POLICE; PEACE OFFICERS

- Two off-duty police officers and two MVCC campus safety officers are required to work the event.
- The Chief of Campus Safety & Security must be notified at least **2 weeks** in advance and will arrange for all police and security staffing.
- Standard security lighting must remain on at all times in the Commons area.

YOU PAY, YOU STAY

- If any event goers leave during the event, they will not be allowed re-entry.

TIMING

- Each club/ organization can request **one** late night event per 30 day period. No late night events will be approved the first two or last two weeks of each semester.
- All requests must be received **three (3) weeks** before the event.
- Upon request, a meeting of club/organizations representatives, advisor, Chief of Campus Safety & Security and Activities staff will be arranged by the Student Activities Office.

Future privileges will be revoked if any of these guidelines are not followed

5. The staff will note on the *Club Event Request Form* any special or unique conditions or rules that apply to that particular event or activity.

Event Responsibility

The person in charge as listed on the *Club Event Request Form* is responsible for:

1. Submitting all forms (*Club Event Request Form*, advertising requests, check vouchers, receipts, etc.) in accordance with established deadlines.
2. Securing the services of ticket sellers/takers, hospitality crew, stage hands, etc. and informing the staff person on duty of the assignments.
3. At the time of the event the person(s) in charge should arrive early to meet with the college staff people on duty, greet entertainers, check with student volunteers (to be sure they understand their duties), check physical set-up, etc.

Meeting Rooms

Meeting rooms based on availability are available for recognized student clubs/organizations to use by scheduling them in the Student Activities Office.

1. For groups meeting on an irregular basis meeting rooms should be scheduled a few days in advance so that the room will be available.
2. Weekly meetings may be scheduled for a semester. If two consecutive meetings are not held, the semester reservation will be cancelled and meeting rooms will have to be reserved weekly.
3. All meetings requiring special set-up or the use of specialized equipment such as projectors, screens, computers, equipment for the hearing impaired, etc., should be scheduled in at least seven days in advance.

NOTE: The College is not responsible for the safety and security of any item left in any room or area of the College.

Copyright – Films, Video Tapes, and Software

The U.S. Copyright Act (U.S.C. 17, 101 and 106) grants all rights of public exhibition of a copyrighted work to the owner of the copyright. Such rights of public exhibition include the right to show a film or DVD to a group, whether or not admission is charged. Organizations and individuals desiring to show DVDs or films must secure permission from the holder of the copyright. Generally, this means that DVDs or films must be rented from companies who hold the rights. ***Video rental stores or rental establishments such as Netflix and personal DVDs and tapes do not hold these rights.***

To comply with the Americans with Disabilities Act, all video and DVD purchases must be “open-ended” (the spoken dialogue is permanently printed on the screen). If you have questions, please contact the Office for Services to Students with Disabilities in the Academic Building, Room 153, or at 792-5413.

Use of College Name

No club/organization or individual may use the College's name, logo, or seal without the permission of the College for events, fundraisers, advertisements including the web, etc.

Safety, Fire Codes, & Clean-up

Fire Codes as appropriate to each facility and event will be enforced. These codes include considerations regarding the size of the crowd, flammable material, fire protection equipment, exits, lighting, and so on.

No open flames, theatrical fireworks, smoke machines, or other items that will interfere with the fire alarm detection system may be used without the express approval of the Director of Facilities and Operations or designee.

Additional campus security officers or off duty police officers will be hired for an event upon the request of the appropriate college staff. Payment for such services will be made by the sponsoring club/organization. In the event of any safety or security incident, the campus safety officers assume control of the activity.

Additional campus facilities staff may be hired for an event upon the request of the appropriate college staff. Payment for such services will be made by the sponsoring club/organization.

Resources

The Student Activities Office staff provides information to student leaders and advisors about the various resources available for planning or implementing events. These resources include websites, programming magazines, agency contacts, and data from previous events.

SECTION IV

Student Club/Organization Travel Policy

Prior to any sign-up or advertising all student organizations sponsoring travel must submit a Travel Funding Request Form to the Student Activities Office. Forms are available at the Student Activities Office on either campus. The travel proposal will then be reviewed and voted on by Student Congress. If the travel is denied, the form will be returned to the organization with recommended changes or a statement explaining why the proposal was denied. After approval, it is scheduled with the College. Scheduling permits advertising for sign-ups and access to budgeted student activity fee money.

I. Definitions

A. Conferences, Workshops, Seminars

Conferences, Workshops or Seminars are defined as events where a registration fee is paid and some formal program that includes a learning aspect - usually provided by an outside group or person.

B. Competitions

A *Competition* is an event where the purpose is to compete against another team/individual as an MVCC representative.

C. Trips

A *Trip* is an event that is usually social and/or recreational. It can include admission fees.

D. Classroom Travel & Learning Communities

Classroom Travel is related to classroom learning that gets augmented by an off-campus excursion.

II. Acceptance Procedures

- A. Groups planning any type of travel must fill out the appropriate *Travel Funding Request Form* and submit it for action to Student Congress. Information will include (but not be limited to); the purpose of the event, the names of those attending, a copy of the registration form, copy of the program, time, location and cost of the event, method of travel and itinerary.
- B. No student activity fee money will be expensed until Student Congress has approved the funding request form.

III. Sign-up Procedures

- A. Groups planning any travel shall advertise to their membership where and when the sign-up for the event will take place, cost, and destination. Advertising must be for a minimum of **three (3) school days** prior to the initial sign-up.
- B. Groups attending a *Competition* do not need to advertise the event or sign-up. If the competition is athletic in nature all participants must have a physical examination on file with the Student Health Center.

- C. The initial sign-up may be at a meeting of the group or at the Student Activities Office. The initial sign-up shall be for MVCC students only and shall be a period of at least **one (1) class** day, after which the club/organization may open the trip to others including non-students or faculty/staff. If the initial sign-up is at the Student Activities Office, officers and advisors to the club/organization may place their names on the sign-up list to hold a spot.
- D. All Trips must include an initial deposit or payment-in-full at the time of sign-up.
- E. After the initial sign-up the group will bring to the Student Activities Office all sign-up information, deposits, etc., and the office will conduct the remainder of the sign-ups.

IV. Finances and Expenditures

For Trips the funding will be as follows:

- Classroom/non-educational field trips will require each group to pay 10% of the total transportation cost. Overnight trips will be approved on a case by case basis and public transportation should be used.
- If meals are subsidized, the student activity fee subsidy will be no more than the College rate.
- Funding for conferences will be reviewed on a case by case basis.
- Competitions will require students to pay 10% of the registration fee and the remaining will be paid by the activity fee.
- Recreational trips will be funded up to \$750 per person, up to 30 people per trip.
- No international travel will be funded with student activity fee dollars.
- If student activity fees are used, all sign-up money will be deposited into the student activity fee account that supported the event.
- The amount of student activity fee money spent per person will not be increased should the anticipated number of attendees decline. (Example: If a group has \$1,000 for a conference, and registers it for ten attendees, each would receive \$100 toward the cost of the conference. If only five actually sign-up each still only receives \$100 toward the cost.)
- Student Activity Fee support for ticketed transportation (planes, trains, etc.) will not exceed 50% of the total ticket cost.
- Student Activity Fees may be used to support the cost of admission, lodging, rentals, and other costs approved in the student activity fee budget of the group as approved by Student Congress.
- For the purposes of sign-ups and payment club/organization Trip Advisors will attend at no cost.
- Employees of the college may sign-up after reasonable time has been given to students for sign-up and will be charged.
- Guests will be charged an additional sum of money.

V. Group/Club Travel

- When a student group (club or class) is traveling off campus, a qualified trip advisor (inclusive of College, ASC and Dormitory Corporation employees) MUST travel with the group. For every twenty (20) students attending, there must be 1-2 qualified trip advisor(s) also attending the trip. Due to this requirement and the importance of volunteer advisors, the time spent away from campus will be considered “approved travel time,” and shall not be considered “vacation time,” assuming that the appropriate approvals have been received by the advisor’s immediate employment supervisor.
- Due to the fact that advisors are volunteers, no additional compensation for evening or weekend hours will be considered. In addition, no claims for travel outside that associated with the club’s travel will be considered.
- An approved Travel Request should be submitted by the employee to their immediate supervisor in a timely fashion. Travel expenses cannot be charged to the College’s operating budget and will be funded by Student Activity fees.

VI. International Travel

No international travel will be funded with student activity fee dollars.

VII. Vouchers, Checks and Accountability

- A. Vouchers (check requests) should be made out to an agent, vendor, sponsoring body, etc. These should have adequate supporting documentation. (Photocopies of registration forms, contracts with vendors, names of attendees, etc.)
- B. Cash Advances can be obtained. A Cash Advance is a promise to return cash and receipts totaling the amount of the advance. **Note: NYS sales tax may not be used in computing the receipts.**
- C. Sales tax exempt forms can be obtained in advance from Student Congress or the Student Activities Office. Other taxes (i.e.: occupancy taxes or bed taxes) usually must be paid.
- D. *The NY sales tax exemption is only good within New York State; sales tax paid in another state will be reimbursed.*

VIII. Other Information

- A. Students shall receive accurate information about the travel including
 1. Accurate and timely advertising
 2. Itinerary
 3. Must indicate what is included and what is not
 4. Receipts for all funds paid
- B. Students will be asked to fill out and provide
 1. Emergency-Medical Information Sheet
 2. Agreement and Release Form
 3. MVCC Code of Conduct Form

IX. Waiver to Policies

At the request of the sponsoring group Student Congress may waive all or some of these Travel Policies on a case by case basis with a 2/3 vote of those present and voting. Such waivers must be sought prior to any advertising or sign-up.

SECTION V

COMMUNICATION SYSTEMS

Club Mail

US mail, email, and intra-campus mail for student organizations will be forwarded to the advisor of the group.

MVCC Today

The Marketing & Communication Office posts a daily information sheet to “all users” on the College administrative email system. Inclusion of activities or events on this posting helps inform staff and faculty about campus activities and allows them to direct interested students and guests to the correct location.

MVTV

Arrangements to place announcements on the in-house TV system may be made with the Student Activities Office.

POSTING POLICY

The College recognizes the freedom of expression of ideas. All materials posted on College property must be in good taste and conform to standards, which are acceptable to the College community. The College will not allow material with ***Bias or Hate Speech*** to be posted. The College will not permit posting that violates or encourages violation of law. Any group posting needs to be removed within 24 hours after the event.

College Clubs/Organizations

- Bulletin boards and display cases are available for a variety of uses.
- Publicity materials posted on bulletin boards may be limited in size.
- The club/organization or individual doing the posting is responsible for taking down outdated material.
- The placing of notices, flyers, etc., on vehicles parked in college parking areas is prohibited.
- All language, graphics, artwork, etc. is expected to conform to commonly accepted standards of good taste and morality.
- The College reserves the right to remove all materials in violation of or inconsistent with College policy or any activity that is in violation of civil or criminal law.

Residence Hall Posting

- Notices, flyers, signs, posters, etc. are not permitted on walls, doors, windows, etc. of the residence halls.
- Material that does not conform to commonly accepted standards of good taste and morality and/or are in violation of or inconsistent with College or Dormitory Corporation policy will be removed.

- Student clubs/organizations can give materials to the Secretary of Residence Life Office for posting.

Non-College Groups

- Non-college groups may post materials at their own risk on public notice bulletin boards. These must conform to College policies.
- The placing of notices, flyers, etc., on vehicles parked in college parking areas is prohibited.

Emails to “allusers” and “allstudents”

To help reduce spam emails the College has established strict limitations on the use of allusers and allstudents mass emailings.

Marketing and Communication Office

The College’s Marketing and Communication Office will assist student groups in creating advertising materials. Requests should be made through the Student Activities Office and need at least a two week lead time to be fulfilled.

Public Newspaper Releases

The Marketing and Communications Office, located in Payne Hall, coordinates and releases all College publicity. Student clubs/organizations wishing to use the services of this office must first contact the Student Activities staff.

SECTION VI

STUDENT CONGRESS

The purpose of Student Congress can be defined in three broad statements:

- To encourage academic excellence within the realm of providing social, recreational, educational and culture activities.
- To act as a liaison between the student body and the College administration and to represent the student body on College Committees Boards and Councils as mutually agreed by the Student Congress and the College.
 - To exercise general supervision over chartering and funding of student clubs/organizations and activities through Student Activity Fee monies.

Membership

Students, upon payment of the mandatory Student Activity Fee each term, automatically become members of the Mohawk Valley Community College Student Association. Any member of the Student Association may become a member of Student Congress (a 2.0 or better GPA and training are required). Each student club or organization selects a delegate to become a member of Student Congress (a 2.0 or better GPA and training are required). The members of Student Congress govern themselves, by electing officers and establishing committees to carry out the business of the student body.

ONLY MEMBERS OF THE MOHAWK VALLEY COMMUNITY COLLEGE STUDENT ASSOCIATION HOLD OFFICE IN STUDENT CONGRESS OR ANY RECOGNIZED STUDENT CLUB/ORGANIZATIONS

Meetings

A) Attendance:

- 1) At the Student Congress meetings, the voting members will sit together in a section separated from the non-voting members.
- 2) All members will sign-in. Print name and initial next to the club they represent or if not involved in another club except Student Congress then in a space provided.
- 3) Voting members must attend a minimum of two (2) meetings per month. Unless arrangements have been made with the Student Congress President due to class or work schedule. The President will notify members who have missed meetings. If the member continues to miss meetings, the President will then recommend to Student Congress that they be removed as a member. Students will only be allowed once per academic year to return as a member after a Student Congress majority vote.
- 4) If a club does not have a representative (member or advisor) present at the Student Congress meeting, their funding proposal will be tabled until the next meeting where a representative is present.

B) Voting/Agenda:

- 1) Voting will be done by paper ballot, given out at the time of sign-in.
- 2) Agenda will have officer reports, then funding proposals and then open floor.

Student Congress Duties

- Student Activity Fee Budget including any additional funding requests
- Election of Officers
- Recall of Officers
- Amendments to the Constitution/By-laws
- Approval of club/organization constitutions and amendments
- Funding of events and programs based on the approved budget
- Student Congress may create and fund sub-committees as necessary

Standing Committees of Student Congress

Judiciary Committee 3 members plus the chair

The Judiciary Committee is charged with interpretations of the constitution and by-laws of Student Congress.

Evaluation Committee 3 members plus the chair

This committee evaluates leaders of Student Congress to insure they are doing their job.

Executive Committee

The Executive Committee is composed of the officers and administrators of Student Congress. They meet to coordinate the activities and immediate concerns when Student Congress is unable to meet.

Program Board

This Board chaired by the Program Director is responsible for arranging events and activities for the student body

Other Committees Student Congress may form other committees as the need arises.

College Committees & Workgroups *

One important duty of Student Congress is representing the opinions of students on College committees. To secure that input many College committees have student representation. The President of Student Congress appoints these students representatives, providing there is a vacancy.

Academic Polices and Standards Committee	one student
Awards Committees	one student per committee
Auxiliary Service Board	five students
Civility Project Workgroup	two students
College Senate	three students
Disciplinary Appeals Board	five students
Distance Education Workgroup	one student
Diversity and Global View Committee	one student
Facilities Committee	one student
Food Services Committee	four students (2 commuters, 2 residents)
General Education Committee	one student
International Initiative Committee	two students
Safety and Security Committee	two students (1 male, 1 female state mandate)
Student Activity Fee Committee	four students
Student Experience Workgroup	one student
Traffic Committee	three students

**This list of College committees is in a constant state of change with new committees and workgroups being formed and unnecessary ones being eliminated, as the need arises. Consult with the Student Activities Office or Student Congress for the most up to date listing.*

SECTION VII

BUDGET AND FINANCE

Any student club/organization which, is chartered by the Student Congress and recognized by the College may apply for funds from the Student Activity Fee. The Student Congress administers this mandatory fee paid by the students. Funds allocated to clubs/organizations need authorization to be spent from Student Congress. The College by law must oversee the expenditure of Student Activity funds to insure that they are spent only in the following areas:

1. Programs of cultural and educational enrichment.
2. Recreational and social activities.
3. Tutorial programs.
4. Athletic programs, both intramural & intercollegiate.
5. Student publications and other media.
6. Assistance to recognized student organizations provided that the purpose and activities of the organizations are of educational, cultural, recreational or social nature.
7. Insurance related to conduct these programs.
8. Transportation and other student services in support of these programs.
9. Administration of these programs.
10. Reimbursement to student officers for services to Student Congress.
11. Student services to supplement or add to those provided by the College.

Student Activity Fee

The Student Activity Fee is \$115 per semester per full-time student and is allocated to three separate groups:

\$15.00 to the College Cultural Committee

\$45.00 to Intercollegiate Athletics

\$55.00 to student organizations

\$5.00 per credit hour

is charged to part-time students and is allocated evenly between student organizations and the College Cultural Committee

Getting and Using a Budget

1. Existing Clubs/Organizations

In the spring of each year Student Congress submits the annual Student Activity Fee budget to the College. Clubs/organizations in existence at that time will be allocated a non-renewable General Allotment of \$1,000. On the first day of classes each club/organization will be allocated \$250 of that amount. Upon the submission of the **10 Member List** the remaining \$750 will be allocated. The **10 Member List** must indicate the delegate and alternate to Student Congress. The **10 Member List** for existing clubs/organizations must be submitted no later than five class days after Club Day. Failure to submit the form will result in the withdrawal of the General Allotment. Once the **10 Member List** is submitted the club/organization may appeal have the General Allotment restored, at the next scheduled Student Congress meeting.

2. The general allotment will remain at \$1,000 per year.
3. The general allotment will not be replenished, other than yearly distribution of it.
4. **Re-Activating Clubs/Organizations**
A club/organization not included in the annual budget because it was deemed to be inactive in the previous spring term will upon submission of the **10 Member List** with designation of the Student Congress delegate and alternate will be allocated the non-renewable General Allotment.
5. **New Clubs/Organizations**
New clubs/organizations upon submission and approval of their constitution & **10 Member List** with the Student Congress delegate and alternate will receive the non-renewable General Allotment.

Additional Funding Requests & Other Policies / Procedures

1. Additional Funding Requests

- Any club/organization funding request must use the **Club/Organization Funding Request Form** and include a power point presentation or/and an advertisement. Plus it must include documentation of past events/activities. The information must be submitted to the Student Activities Office no later than Tuesday, 12:00 noon in order to be considered for the upcoming Student Congress meeting. If it is not submitted two weeks before the proposed activity there is no guarantee that it will be considered.
- Student Congress holds open meetings *weekly* during the academic year. It is at this time Funding Request Forms are voted on in addition to the other agenda items. The Executive Board may not act on additional funding requests.
- At the Student Congress meetings if a proposal is brought forth and a delegate (member or advisor) is not present it will be tabled until the next meeting.
- If a voting member arrives after the Treasurer's report they will not be permitted to vote on funding matters.
- Student Congress may by a majority vote of those present and voting: approve the proposal as presented, defeat the proposal, or modify it.
- If no challenge is filed the Treasurer shall authorize the transfer of funds to the appropriate club/organization account and line items. When the event or activity is completed the Treasurer shall remove any balance from the line item and club/organization for redistribution

2. Challenge or denial of expenses

- If Student Congress approves any additional funding, any two members of the Executive Committee may, within one school day of the approval, file a challenge. Such a challenge is made to the Executive Committee. If funding is challenged the Executive Committee shall meet within three (3) school days. The Executive Committee may approve the funding request as passed by Student Congress or deny it, but may not alter the request. If the challenge is accepted by the Executive Committee it will be returned to the full Student Congress at the next regularly scheduled meetings for reconsideration. Student Congress may pass the original funding request by a 2/3 vote of those present.

- Clubs may appeal defeated funding proposals. This appeal must list changes to the original proposal or provide additional information on the original proposal. Clubs will be allowed one appeal only and it will be heard at the next Student Congress meeting.
- If the appropriate College signatory sees cause to challenge or deny any expense on a check request, the College Student Activity Fee Committee is the court of last resort.

3. **General Allocation**

The General Allocation has been established to assist clubs/organizations in meeting their purpose as defined in their constitution. The General Allocation may be used for office supplies, meeting expenses including refreshments, and/or as a supplement to the other requested and approved line items. The General Allocation will not be replenished, other than yearly distribution of it.

4. **Misuse of Funds**

The club/organization officers, and specific members involved are personally liable for the proper use of Student Activity Fee monies. Misuse may include but is not limited to over expenditure of line items or spending money or making contracts for expenditures not approved by Student Congress. The Treasurer and Student Activities office may freeze accounts and persons responsible are subject to College disciplinary procedures.

5. **Student Activity Fee Benefit**

All students who pay the Student Activity Fee will receive equal benefit from it such as admission, ticket prices, registration etc. No discounts will be given to any student because s/he is considered to be a member of the club/organization that is sponsoring the event.

6. **Clothing and Personal Promotional Items**

Groups wishing to use Student Activity Fee money for items which may be deemed personal by nature but promotes the club or activity must have the prior approval of Student Congress including such expenses from the General Allotment. This is determined case by case.

7. **Expenditures**

All expenditures of student activity fee monies *must be by check*.

8. **Cash Advance**

If a Cash Advance is used instead of a bill, the Treasurer should receive an actual receipt, bill, or cash deposit within one week of the event. If a bill, receipt, or deposit is not received the club/organization should expect a **freeze** on all spending. The Treasurer may limit cash advances for reasons including but not limited to: the amount of the advance, time of the year, outstanding cash advances to others in the club/organization or the individual, and so on. Individuals are responsible for the advance and the Student Activities Office will place a financial hold on their SIRS accounts in the amount of the advance and/or balance not accounted for.

9. New York State Sales Tax

Student Congress and all student organizations under it are tax exempt and do not pay sales tax. When making a purchase for your club/organization use a tax - exempt form, which can be obtained from the Student Congress Office or Student Activities Office. You will not be reimbursed for the amount of sales tax should you pay it. *Other NY taxes, fees, gratuities and so on are reimbursable.*

10. Payment for Instruction

It is recommended that a limit of half (1/2) the cost of obtaining the services of a professional instructor be paid from activity fee funds.

11. Income from the Use of Student Activity Fee Money

- Income derived from SAF lines must be deposited back to the SAF account from which it originated.
- All income shall be accounted for and verifiable. Thus, tickets and/or receipts will be used when there is money received for admission to events, trips (including deposits), conferences, workshops, etc.
- No direct expenditure shall be made from any money collected.

12. Charities and Charitable Donations

- Student Activity Fee money may not be directly donated to charitable organizations.
- If Student Congress pre-approves, profits raised from an event sponsored by student activity fee funds in excess of expenses may be donated.
- If Student Congress pre-approves (on a case by case basis), student activity fee money may be used to purchase items, which in turn will be used to generate funds, those funds so generated may be donated to a charitable organization.
- Groups may collect personal donations for charitable causes. These collections must be scheduled with the Student Activities Office.
- Non-college charities are generally not allowed to use campus facilities without an on campus sponsor. Anyone claiming to act on behalf of a charitable group shall produce verifiable authorization from that organization prior to the College allowing its facilities to be used. (Note: see Section IX for additional information on fund raising.)

13. Tickets or Receipts

All clubs/organizations sponsoring events involving ticket sales and/or distribution must sell tickets at Student Activities Office. If money is collected it will be deposited to the club/organization's Student Activity Fee account.

14. Unused Funds & Inactive Groups

Funds not used and if the club/organization is deemed inactive by Student Congress will be returned to the developmental account.

15. Anti-Discrimination

The Student Congress and the College insure that no Student Activity Fee monies will be used in any manner that would discriminate on the basis of race, religion, national origin, sex or sexual orientation, for the purchase of alcohol, or for support of political causes, etc.

16. Private Accounts

Official campus clubs/organizations may establish a private account in the Auxiliary Services Office for depositing monies not derived from Student Activity Fees.

How to Get a Check

1. Go to the Student Congress Office (ACC 102), or either Student Activities Office (ACC 208 or PC A30) and pick up a check voucher.
2. Fill out the necessary information and attach appropriate receipts.
3. Have an appropriate office and advisor sign the voucher.
4. No checks for speakers, performers, artists, lectures, etc., will be written unless a signed contract is presented before the date of the engagement. If the artist does not have a standard contract, a blank contract form and rider can be obtained from the Student Activities Office. An IRS W-9 form is also required before you obtain the check.
5. Return the voucher request and receipts to the Student Congress Office for the signature of the Treasurer of Student Congress or designee. Vouchers will not be processed without receipts, invoices, etc.
6. The Treasurer keeps a copy of the voucher and supporting documentation and sends the voucher to the Student Activities Office for the signature of the College representative. It is then forwarded to Auxiliary Service Corporation for processing.
7. Check(s) are processed on Mondays and Thursdays and can be picked up after 2:00 p.m. in the Student Activities Office. Checks of \$1000 or more need at least three days notice to Auxiliary Services Corporation and it is the club's/organization's responsibility to make sure the voucher gets there in sufficient time.
8. Invoices or bills incurred by student clubs from Sodexo may be processed and signed by the Treasurer and the staff or the Student Activities Office without the group's officer or advisor signing.

A check request may **not** be processed for reasons including but not limited to:

1. Club/organization name and/or account number is incorrect.
2. Justification for the amount requested.
3. Correct line item from which the amount is being taken.
4. Insufficient balance in the line item to cover the check.
5. Club/organization officer's signature.
6. The Advisor's signature.
7. Accurate receipt, bill, contract and IRS W-9 form, and/or a miscellaneous advance form.
8. A 10-member list on file.
9. A freeze or hold has been applied to the club.

SECTION VIII

EQUIPMENT

Equipment Purchase Approval & Purchasing

1. **Approval(s)**

Student clubs/organizations may purchase equipment or other items to be used on campus. A written request for permission to purchase such items must be submitted to the Student Activities Office who, in turn, will seek approval from the appropriate Vice President of the College. Once purchased the items or equipment becomes the property of the College.

2. **Purchasing**

In general all equipment purchased should be new unused equipment, purchased from a vendor, payment by college check. From time to time, individuals may be reimbursed for credit card purchases when a group buys equipment. No NY Sales Tax will be reimbursed. Prior authorization from the appropriate college office is needed to purchase equipment that is not new.

Computers, Software, and Network Connections

Various clubs and organizations have purchased computers and software.

- **No computers, software, printers, or devices that connect to the Colleges network may be purchased without the PRIOR approval of the College's IT Department.**
- Computers may be restricted to that clubs/organization's members or officers.
- No unauthorized software may be installed on any computer.
- Connection to the College's network is a privilege and may be withdrawn for good reason.

Equipment Inventory

1. An inventory of all items, made with Student Activity Fee money, with a purchase price of \$1,000 or more must be taken at the beginning and close of the academic year by an officer of each club/organization and the Coordinator of Student Activities or designee. This inventory report will be maintained by the Student Activities Office. Items of lesser value may be inventoried separately.
2. Clubs/organizations advisors are responsible for storing equipment in a secure place. Equipment lost through negligence of club/organization members or advisor will not be replaced with activity fee funds.

Disposing of Equipment

1. The Student Congress will form a committee consisting of two members of Student Congress, and Student Activities or designee. This committee will be referred to as the Student Activity Fee Equipment Committee.
2. Any club/organization wishing to dispose of equipment that does not have a college inventory tag must follow these procedures:
 - a. Any item(s) to be disposed of must be given to the Student Activities Office who will then call a meeting of the Student Activity Fee Equipment Committee.
 - b. The Committee will then make a decision to: return the equipment to the club/organization for repair; put the item(s) up for a closed bid; or dispose of the item(s).
 - c. If the item goes up for bid, it will remain the committee's responsibility to advertise this fact. Likewise, this committee will dispose of all equipment deemed disposable.
3. Closed Bids
 - a. Only Activity Fee paying student will be allowed to bid on item(s). Item(s) must be advertised and on display for a period of two (2) weeks prior to the bid opening.
 - b. The highest bid will receive the item payment.
 - c. The money collected will go back to the Student Congress Developmental account.

SECTION IX

FUNDRAISING

Sales and/or Solicitation by Campus Clubs/Organizations

1. All sales of goods, and/or services, or solicitations, on or off campus, must be in accordance with College and civil regulations. **Card sales (credit card, telephone card, banks etc.) are not permitted on campus.**
2. All requests to sponsor sales or solicitation must be submitted to the Student Activities Office for registration prior to the release of any publicity. Request must include:
 - Description of goods or services involved and solicitation procedure.
 - Utilization of funds collected. (May not be for personal profit. If for a non-College club/organization, written permission from the College may be necessary.)
 - Name of individual in charge of the event.

Outside Vendors

The following is the practice, which is used by MVCC regarding fund-raising/vendors on campus.

1. Outside vendors are not allowed to conduct commercial enterprises on campus without the approval of the appropriate College administrator or office.
2. Fund-raising by student clubs/organizations is allowed, including receiving commissions and/or fees from vendors for on-campus sales. The commissions and rates are negotiated between the student group and the vendor.
3. All fund-raisers by student clubs/organizations using vendor sales must be scheduled through the Student Activities Office. The student group is required to fill out forms, which are used to confirm the scheduling of the event or sale.
4. MVCC determines if space is available and coordinates its use with Facilities and Operations.
5. In general vendors are not allowed to offer products, goods or services that compete directly with on campus providers (the Bookstore, Food Service, etc.).
6. A report summarizing the event, indicating the total funds collected must be filed by the sponsor with the Student Activities Office. In cases where the event was held for the benefit of a non-college organization, a copy of the letter acknowledging the contribution by the organization must be included with the report.
7. A sign shall be posted on the day of the sale, at the sale site, indicating the name of the sponsoring student club/b organization.

8. Monies derived from these activities are not subject to mandatory fee guidelines.
9. All food sales by student clubs/organizations must be in accordance with College and civil regulations. (See below for more information.)
10. Vendors are solely responsible for collecting sales taxes, credit card transactions, product warning, warranty and liability for the products they are selling.
11. Mohawk Valley Community College, the Student Congress of Mohawk Valley Community College, the sponsoring clubs/organization and the officers, trustees, and employees of the above shall be held harmless for the loss or damage to any vendor merchandise or products due to theft, vandalism, riot, disaster, or other causes while the vendor is on campus.
12. The College reserves the right to terminate any sale (vendor, food or other) at any time before or during the event at no loss to the College.

Lobby Tables

The Academic Building lobby and Snack Bar on the Utica campus and the Plumley Complex on the Rome campus are high traffic areas. Because of this, student clubs/organizations have found these to be excellent areas to set up information tables and/or to do fundraising activities. Tables may be reserved there and must be scheduled with the college. There is a limit to the number of tables in the lobby on any day. This limit is imposed to help keep the lobby passable and aisles open for traffic flow.

Outside vendor sales sponsored by student groups in the Academic Building Lobby (Utica Campus) are limited in size and scope of presentation to two six foot tables.

A report summarizing the event, indicating the total funds collected, must be filed by the sponsor with the Student Activities Office. In cases where the event was held for the benefit of a non-College club/organization, a copy of the letter acknowledging the contribution by the club/organization must be included with the report.

Sale of Food

All food sales must be in accordance with College and civil regulations. Food sales are limited one sale a week. Sale of food products is prohibited in the Snack Bar and Residence Dining area without the express approval of the Director of the College Dining Service.

All requests to sponsor such events must be submitted to the Student Activities Office. Requests will include a *Club Event Form* and a *Food Sales Form*. The following must be adhered to:

- All items sold must be prepared commercially...thus no goods made at home can be sold.
- All Health Department regulations must be complied with.
- No dairy/meat products or items made with mayonnaise or items that need refrigeration may be sold.
- Glove, hair restraints, etc., must be worn

- Food items must be covered
- Gloves, tissue paper, hair restraints, etc. must be used when dispensing food

Failure to comply with this policy and Health Department regulations will result in the immediate closure of the sale and possible prohibition of future sales.

Any fines levied by the Health Department are the responsibility of the sponsoring club/organization.

Ticket Sales

At all events which admission is by ticket sale, whether sponsored in whole by the Student Congress or by an off-campus group for which Student Congress is acting as a ticket agent, must be publicized at least two days in advance of the tickets going on sale. This applies to club/organizations that are using funds from the Program Board or budgeted money.

All tickets for events utilizing Student Activity Fee money must be arranged for printing, distribution, and sale through the Student Activities Office. Tickets can only be sold at the Student Activities Office. Any money from the sales will be deposited into the sponsoring club/organization account and line item.

Ticket Pricing and the Student Activity Fee

All students who pay the Student Activity Fee will receive equal benefits from it. When using the Activity Fee, all students who pay the fee will be charged the same admission or ticket price. No discounts will be given to any student that is considered to be a member of the club/organization that is sponsoring the event.

