



STUDENT ACTIVITIES MANUAL

NCC
NASSAU
COMMUNITY
COLLEGE
STATE UNIVERSITY OF NEW YORK

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INTRODUCTION



Welcome to student life at NCC!

The Student Activities Manual will help to familiarize you with club procedures, parliamentary procedures, event planning, budget management, and learning to be an effective leader.

This manual includes information about the Student Activities office as well as sample forms you will need for club purposes—required paperwork (such as Registration and Roster forms), Club Activity Registration forms, FSA policies and forms for reimbursement of expenses (Purchase Disbursement Orders), Field Trip and Conference Request forms. We will also address proper fundraising procedures and steps to change a club's constitution.

Please feel free to reach out to me, or to any member of the Student Activities staff, if you have any questions or need assistance regarding policies or forms.

In closing, it is my wish that you have a very successful campus-life experience during your time at NCC.



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ABOUT THE OFFICE OF STUDENT ACTIVITIES (OSA)

MISSION

Education involves a great deal more than the formal experience within the classroom. The student activities program provides another dimension to the educational process and expands the avenues through which the college educates.

The activities program provides opportunities to learn, practice, refine and assimilate skills which cannot always be developed in the classroom atmosphere. Students have experiences which help them become effective and efficient in time management, develop realistic planning skills, and become more confident in establishing cooperative work arrangements. Students are responsible for multifaceted projects which require planning and coordination. These activities foster a sense of responsibility to self and others, encourage efficient performance of assigned duties, and demand financial accountability.

Student Activities operates in a framework conducive to such learning. Individuals and organizations involved in activities have authority and responsibility in conducting their programs. When individuals participate in these "learning by doing" situations, mistakes will naturally be made in spite of most careful groundwork. It is from these mistakes, the errors in judgment or planning, that participants often derive the greatest benefit in terms of learning experiences applicable to later life situations. Through these learning experiences students often discover abilities and interests that may never have been revealed through the formal curriculum.

The extracurricular program grows out of interests of students and develops as needs require. It offers student opportunities to become more proficient in social and personal competence, and should make the college experience more interesting and enjoyable for all. In this kind of climate students develop in ways which are essential for successful living and participation in the global society of the 21st century.

ACADEMIC FREEDOM AND STUDENT ACTIVITIES

The following policy has been adopted by the Student Government Association and the administration of Nassau Community College:

"Students have the same rights accorded to all persons by the Constitution of freedom of speech, peaceable assembly, petition and association. Students and student organizations may examine and discuss all questions of interest to them and express opinions publicly as well as privately. They may support causes by lawful means which do not disrupt the operation of the college or organizations accorded the use of college facilities.

Disciplinary action will be taken by the Administration (NCC Rules and Regulations of Conduct, see Appendix I) against all students who obstruct or disrupt the normal procedure of educational processes at the college."

THE OFFICE OF STUDENT ACTIVITIES PROGRAM

The Office of Student Activities exists to provide students with opportunities to learn through hands-on experience. The OSA helps students develop skills in leadership, decision making, communication, goal setting, fiscal management, marketing and promotion, organization, and time management.

Services include:

- Help with starting a new club
- Publication of the official Student Activities Handbook, Daily Planner and Student Club and Organization Directory
- Registration of events
- Event-planning consultation
- Registration of student clubs/organizations
- Support of approximately 100 registered student clubs/ organizations
- Event and Trip ticket sales
- Social networking events
- Leadership training and workshops



The Office of Student Activities also administers:

- Advisors Workshop
- Chaperones Workshop
- Cultural Diversity Conference
- Evening Activity Hour
- First Generation College Student Program
- Freshman Orientation
- Parent Orientation
- Student Activities Fair
- Student Activities Award Ceremony
- SUNY Chancellor's Awards
- Veterans' of War Luncheon
- "The Vignette", college student newspaper
- Welcome Back Party

The OSA is located in the College Center Building (CCB) where the great majority of programs for students are held. The CCB contains a large Multipurpose Room (MPR) for dances, parties, concerts and lectures; a lounge area adjacent to the Student Activities Offices; several meeting and conference rooms; administrative and faculty offices; and a food court. Also, located on the third floor of the CCB are the offices of the Student Government, the Programming Board, the Vignette, Haraya, the Student Organization of Latinos (S.O.L), and several other clubs.

Office of Student Activities
College Center Building (CCB) Room 150
516.572.7148

AUTHORITY AND LINES OF COMMUNICATION

The OSA is responsible for all phases of planning, coordinating and organizing student activities. This implies authority to approve or disapprove all activity proposals. In some matters, this office may need to seek approval from the Chair of Student Personnel Services, the Dean of Students or the Vice President of Academic/ Student Services.

Formal Lines of Communication:
Student Organization Officers
Faculty Advisor
Office of Student Activities
Chair, Student Personnel Services
Dean of Students
Vice President of Academic/Student Services

STUDENT CLUBS & ORGANIZATIONS

FORMING OR REACTIVATING A CLUB OR ORGANIZATION

1. Any student interested in forming or reactivating a club or organization should speak with the designated member of the Office of Student Activities.
2. Obtain a Registration Form for student clubs and organizations and a Sample Constitution from the Office of Student Activities and set your first organizational meeting.
3. Recruit fifteen (15) members (For your own convenience in contacting members at a later date, we suggest that your membership list include names, addresses, email addresses and phone numbers.)
4. Recruit a full-time faculty member at the college to be the faculty advisor.
5. Choose a President, Treasurer and other officers.
6. Complete the Registration Form and write the constitution.
7. Present the Registration Form, Membership Roster and Constitution to the Student Government Association Vice President (SGA office is in CCB Rm. 341).
8. Attend the Student Senate meeting for approval of your constitution.
9. Present a budget to the Student Government Association Treasurer.
10. Attend the SGA Finance Committee meeting. Contact SGA for more information.
11. Submit insurance approval form to the Faculty Student Association (FSA). Insurance forms are available in the OSA office.
12. Wait for approval from SGA and FSA.

In forming or reactivating a Greek organization (sorority or fraternity) follow steps 1 through 8, and 11, above.



POLICIES AND GUIDELINES FOR CLUBS AND ORGANIZATIONS

All clubs and organizations are expected to function in an organized manner, to hold regular meetings and to strive to achieve the stated objectives (in the club constitution) of their organizations.

1. Copies of club/ organization constitutions must be kept on file in the Office of Student Activities Office.
2. Accurate minutes of all meetings should be kept on file.
3. Registration Form for Student Organizations must be submitted each semester, 3 weeks after the start of classes in order for Purchase Disbursement Orders (P.D.O's) and room reservations to be approved. Membership Roster Forms must be submitted two weeks after the fall and spring Activities Fairs. Registration and Membership Roster forms will be sent to all clubs at the beginning of each semester. The Registration Form should be updated whenever there is a change in the executive board or advisor. THESE FORMS SHOULD BE SUBMITTED TO THE STUDENT ACTIVITIES OFFICE, ROOM 150, IN THE COLLEGE CENTER BUILDING.
4. The club's budget request and statement of expenditures and income for the current year are to be submitted to the Student Government Association Treasurer by the date designated by the Treasurer.
5. All purchases and requests for funds must be approved by the club treasurer, faculty advisor, the treasurer of SGA, and the Office of Student Activities prior to purchase.
6. No contracts may be signed by students or faculty advisors. Doing so may make a person individually responsible for the contract. All contracts (for entertainment, services etc.) must be signed by the designated member of the Office of Student Activities on behalf of the Faculty Student Association.
7. Club officers and faculty advisors are responsible for being familiar with the policies contained in the Student Activity Manual.

PRIVILEGES OF CLUBS

Organizations are entitled to:

- Access club funds through the Faculty Student Association (FSA)
- Apply for office space and/ or mailboxes in OSA, CCB Rm. 150
- Office space for organizations
- Participate in the Student Activities Fair held each semester
- Receive club insurance coverage
- Request permission to conduct fund-raising activities on campus
- Request permission to use college property and services
- Request to sponsor programs and activities
- Use the event-planning consultation services of the OSA

RESPONSIBILITIES OF CLUBS

Clubs must:

- Adhere to all local, state, and federal laws and regulations, and the NCC Student Code of Conduct
- Consult with the Office of Student Activities when large or potentially high-risk events are planned
- Ensure continuity from year to year by training new leaders and keeping good records
- Follow all college and departmental policies and procedures
- Have an advisor who is a member of the Nassau Community College full-time faculty
- Have a current constitution and bylaws on file in the OSA
- Honor and Respect office space contract
- Inform the OSA of changes in organization in a timely fashion
- Manage college resources wisely, ethically, and according to college and department guidelines
- Obtain the necessary insurance coverage, when applicable, for all organization activities
- Operate in a manner consistent with the goals and standards of the college
- Provide adequate lead time when series are needed to successfully plan an event
- Register with the Office of Student Activities each semester (i.e. Membership Roster and Registration Forms)
- Remain in good standing with the college (organizations not in good standing will be referred to the appropriate college authorities)

POLICIES AND GUIDELINES FOR SORORITIES AND FRATERNITIES

The following regulations, in addition to those for clubs and organizations above (excluding budget and purchase request regulations) apply to all Greek organizations.

1. Members of the organization must be matriculated students with a cumulative GPA of 2.0 or better to remain active.
2. Students must be in good academic standing in order to pledge.
3. Freshmen are not allowed to pledge their first half semester of full-time attendance.
4. These organizations must furnish the Office of Student Activities with academic information concerning their pledges before any pledging will be permitted. A fall and spring academic report must be made on all members.
5. Faculty advisors must be informed of Greek activity prior to action on any proposal.

6. The emphasis of the Greek organizations toward hazing should be shifted to more constructive purposes designated to develop individual membership and group feeling.
7. Physical and mental hazing are not allowed. For example, paddling, physical exercise, running or rough-ousing of any kind is not allowed. Initiation trips are not permitted.
8. Members and pledges must be thoroughly informed about the rules and regulations of the institution or affiliation with student organizations as located in the Student Code of Conduct.
9. Discrimination on the bias of race, religion and national origin is prohibited.

Enforcing these regulations is the responsibility of the fraternity and sorority officers and advisors. Possible action that may be taken on violations is removal of social privileges (social probation), denying pledging (suspension) and disbanding (expulsion).

FACULTY ADVISOR

Collegewide Organizations & Club Faculty Advisors

The role of the faculty member serving as an advisor to a student club or organization is a most vital one. The advisor is in a position to work more closely and directly with your student group than any other faculty member. An advisor offers an informed point of view and an impartial perspective, on issues of concern for the club. *Clubs are required to have an advisor who is a member of the Full-time Faculty of the College. Collegewide Organizations (Haraya, Student Government Association "SGA", Programming Board, Student Organization of Latinos "SOL" and Vignette are required to have advisors who are Faculty members of the Department of Student Personnel Services.* The advisor assists a club and an organization in reaching its stated goals, and should be familiar with the organization's constitution, the policies and procedures of Nassau Community College, and the activities and membership of the organization.

Officers of a club or organization should meet with their advisor to discuss their respective roles and responsibilities. Clarifying expectations early will help a club and organization continue to be effective throughout the year.

As his/her tenure at the college extends over a long period, the advisor is in a position to provide the necessary continuity of operation needed to supplement the efforts of students who are members of their club and organization. It is the club's and organization's responsibility to keep its faculty advisor completely informed of all its activities. Having a faculty advisor also offers students the opportunity to know a faculty member on a more informal basis than that provided in a classroom situation.

Your faculty advisor:

1. Attends your organization's activities and meetings as much as possible.
2. Provides the necessary guidance and supervision.
3. Signs approvals on Purchase Disbursement Orders, Activity Registration forms, and other organization business and correspondence. The faculty member advising a student organization has the right to sign or not sign a Purchase Disbursement Order. If there is a disagreement between the faculty advisor and the club/ student organization, an appeal may be made to the Office of Student Activities where a member will attempt to arbitrate the dispute. It should be clear that no purchases are authorized without the approval of the faculty advisor.
4. Is responsible for being familiar with all college policies, rules, regulations, and procedures that effect your organization.



CONSTITUTION & BYLAWS

The constitution is the basic framework of any club/ organization. It should include the purpose and requirements for membership, officer duties and selection, decision-making principles, and other general operating principles. Specific organization rules and detailed procedures belong in the bylaws. Simplicity and flexibility are the keys to a good constitution. When writing or revising the constitution, keep in mind both the organization's immediate needs and its future goals.

The constitution of an organization contains the fundamental principles which govern its operation. The bylaws establish the specific rules of guidance by which the group is to function.

Once the constitution and bylaws are developed, it is important to review them regularly. The needs and goals of the organization will shift over time, and it is important that the constitution and bylaws reflect the current state of the club/ organization. All changes in the club constitution must be approved by SGA. The club can change its bylaws in accordance with the procedure written in its constitution without requiring SGA approval.

Why have a Constitution?

By definition an organization is a "body of persons organized for some specific purpose, as a club, union, or society." The process of writing a constitution will serve to:

- Clarify your purpose
- Delineate your basic structure
- Provide the cornerstone for building an effective group
- Allow members and potential members to have a better understanding of what the organization is all about and how it functions. If you keep in mind the value of having a written document that clearly describes the basic framework of your organization, the drafting of the Constitution will be a much easier and more rewarding experience.

PUTTING YOUR CONSTITUTION TO USE

Remember the reasons for having a Constitution and Bylaws: they articulate the purpose of your organization and spell out the procedures to be followed for its orderly functioning. Constitutions usually require a 2/3 vote of the membership for adoption. Bylaws only require a simple majority for passage.

Once you have developed your Constitution and Bylaws review them often. Make sure every new member of the organization has a copy of them. This will help to unify your members by informing them about the opportunities that exist for participation and the procedures they should follow to be an active, contributing member.

A thorough study of the Constitution and Bylaws should be a part of new officer training and transition.



ESSENTIAL ARTICLES IN A CONSTITUTION

Clubs and organizations must have an approved constitution. The following order is suggested in formulating a constitution.

CONSTITUTION OF (Name of Club)

Article I. (Name of organization should be stated and identified).

Article II. (Purposes or objectives should be concise, and should clearly state the reason for the organization's existence).

Article III. (Qualifications of members) This article should state the policy regarding dues, if any. It should also state how an applicant's membership shall be determined. THIS SECTION MUST STATE THAT discrimination of membership on the basis of race, religion, color, national origin, sex, sexual orientation, age disability, marital status, or status as physically challenge or disabled or Vietnam-era veteran is prohibited.

Article IV. (Officers and Committees) Include titles of officers and committees, their duties and functions, methods of election or appointment, time of elections and time of assumption of office, whether election is by plurality or majority, etc. Qualifications for holding office.

Article V. (Meetings) Include only essential items. Define limitations of quorum. One section subhead under this article should read as follows: "The rules contained in Robert's Rules of Order shall govern the society in all cases in which they are applicable, and in which they are inconsistent with the constitution of this society."

Article VI. (Procedures for amending the constitution) State clearly and include methods used in notifying members of the proposed amendments actions. Prescribe the vote necessary for adoption of amendments. One section should make note of the College requirement that amendments to any approved constitution must follow the same procedures for approval as those required for a new constitution.

See Example Constitution provided on the next page.

EXAMPLE OF A CLUB CONSTITUTION FOR THE PIZZA CLUB

Article I

The Name of this club shall be the Pizza Club.

Article II

The objectives of the Pizza Club are to taste various types from various pizzerias and homes, and to make pizzas in an effort to broaden student's appreciation of pizza, and to help students develop a discriminating palate for pizzas.

Article III

Section 1

Membership in the Pizza Club is open to all NCC students. Discrimination of membership on the basis of race, religion, color, national origin, sex, sexual orientation, age, disability, marital status, or status as physically challenged or disabled or Vietnam-era veteran is prohibited. Members may not miss more than three consecutive meetings without an excuse.

Section 2

Membership may be revoked by majority vote of the Executive Board if a member breaks the attendance policy or behaves in an unacceptable manner at any pizza tasting in restaurants or homes. The member will be given a hearing in Executive Session before a decision is made.

Article IV

Section 1

The Executive Board of the Pizza Club shall consist of a President, Vice President, Treasurer, and Secretary. The Executive Board shall be in charge of all club business, meetings, and special events.

Section 2

The President shall call and preside over all meetings, fill all vacancies with the approval of the majority of the membership, and delegate all duties not specifically mentioned in this constitution.

The Vice President shall chair all meetings in the absence of the President, and is in charge of all elections, impeachments, and special events.

The Treasurer shall transact all financial business including making all purchases, and keeping accurate financial records.

The Secretary shall keep minutes of all meetings, is in charge of all publicity, and correspondence, shall place and receive all orders, and make reservations.

Section 3

Elections shall be announced at the first meeting and held at the second meeting of the first semester. New officers assumed office immediately and serve until the last meeting of the spring semester. A member may run for as many offices as he/ she wishes, but may hold only one. No one may hold the same office for more than two years.

Any member at the first and second meetings of the semester may make nominations. Election will be by secret ballot and will be determined by a simple majority of the votes. In the event of a tie, a run-off election will be held.

Section 4

All vacancies shall be filled by presidential appointment with the approval of a majority of the membership. Announcement of vacancy will take place one week before the President announces his/her recommendation. Resignations must be made in writing and submitted to the President for acceptance.

Section 5

Any officer may be impeached if he/ she is found in neglect of his/ her duties, breaks the attendance rule, or conducts him/ herself poorly when in public with the club. A call to start impeachment proceedings may be brought to the Vice President. A 2/3 vote of the membership shall be sufficient to begin proceedings. The officer in question shall be given a hearing before the membership, after which the club will vote. A 2/3 vote will be sufficient to impeach an officer. If the Vice President is being impeached, the Treasurer, and next, the Secretary shall chair the proceedings.

Article V

Section 1

Meetings of the general membership shall require a quorum of one half of the membership, including one Executive Officer, for business to be conducted.

Section 2

A quorum of three officers is necessary for Executive Board meetings except in case of emergency.

Section 3

Robert's Rules of Order shall govern meetings in all cases except when it conflicts with the constitution.

Article VI

Section 1

Members will be notified of proposed amendments to this constitution at a general meeting at which they will be distributed. Amendments shall be voted upon during the next meeting after any debate is over. A 2/3 vote shall be sufficient to ratify the amendment.

Section 2

This constitution may be considered for repeal after 2/3 affirmative vote and shall be repealed after debate and a 2/3 affirmative vote.

Section 3

Ratification of this constitution shall follow the procedures in Section 1 of this article.



USING ROBERT'S RULES OF ORDER TO RUN A MEETING

I. DEFINITION:

Robert's Rules of Order, or Parliamentary Procedure, are merely the rules governing the procedure of business of any organized group. It is based on four principles:

- A. Justice and courtesy to all
- B. One thing at a time
- C. The rule of the majority
- D. The rights of the minority

II. ORDER OF BUSINESS:

- A. A call to order by the President
- B. Approval of minutes of the previous committee
 - 1) May be adopted as read
 - 2) May be adopted with additions or corrections
- C. Treasurer's report
- D. Reports of Standing Committees
- E. Reports of Special Committees
- F. Old Business
- G. New business
- H. Announcements
- I. Adjournment

III. THE PRESIDING OFFICER:

- A. Must be firm, dignified, impartial, considerate
- B. Should insist on good order
- C. Must never present his opinions from the chair
- D. Casts the deciding vote in case of tie
- E. Should never allow anyone to speak without first being recognized by the chair
- F. Should never interrupt a speaker who is in order (The dignity of a meeting depends in large measure of the attitude and skill of the presiding officer.)
 - 1) States all motions that have been correctly proposed and seconded and restates, without changing the meaning, any motion the proposer has failed to state correctly or clearly.
 - 2) Explains what the effect of the motion would be if it is not clear to every member.
 - 3) Restricts discussion to the question before the assembly.
 - 4) Restates the motion when discussion has ended and the vote is to be taken.
 - 5) States clearly the results of the vote.



IV. MOTIONS:

GENERAL STATEMENT: When a motion has been made, recorded and stated by the chair, the assembly is not at liberty to consider any other business. If the motion is long and involved, the chair may ask the mover to hand it in writing to the Secretary. The mover cannot withdraw his motion after it has been stated by the chair. All motions must be seconded, which may be done without rising or addressing the chair.

A. To Amend: A motion before the assembly may be amended by:

- 1) The mover with the seconder's unanimous consent
- 2) Any member who states his amendment. It is debatable and if carried, it becomes a part of the original motion. Then the original motion as amended should be considered.
- 3) Any member may propose an amendment to an amendment. This is then acted upon exactly like an amendment to an original motion. The motion to amend is debatable and amendable.
- 4) An amendment may be made by the following methods:
 - I) Adding or inserting words
 - II) Striking out words.
 - III) Striking out words and inserting others in their place.

B. To Commit: When a motion becomes involved through amendments or when is wise to investigate a question more thoroughly, it may be moved to commit the motion to a committee for further consideration.

C. To Table: The object of this motion is to postpone the subject under consideration in such a way that it can be taken up at some future time with a motion "to resume consideration of the motion" (or "to take from the table"). These motions are not debatable or amendable.

D. To Postpone: A motion to postpone the question before the assembly to some future time is in order except when a speaker has the floor. Debatable.

E. To Limit Debate: A motion may be made when there is a tendency to prolong debate. It may be limited as to the number, length, or time of changing debate. It is not debatable and requires a two-thirds vote.

F. To Adjourn: This motion is always in order except:

- 1) When a speaker has the floor.
- 2) When a vote is being taken.
- 3) After it has just been voted down.
- 4) When the assembly is in the midst of some business which cannot be abruptly stopped. These four are not debatable.
- 5) When the motion is made to adjourn to a definite place and time. It is debatable.





G. To Reconsider: The motion to consider a motion that has passed is always in order, but must be made by one who has voted with the majority. No question can be twice considered. Debatable.

H. To Call The Question: ("Previous Question") This motion may be made when debate becomes long and drawn out. It is not debatable. The form is "Mr. Chairman or Madam Chairwoman, I move to vote immediately on the motion... (or I call the question). "The Chairman then says, "It has been moved and seconded to vote immediately on the motion before the assembly. Those in favor..."

I. Point of Order: This interruption is always in order when there is a question as to whether a member, a motion, or a decision is out of order. This form is: "Mr. Chairman, I rise to a point of order."

The chairman: "Please state your point of order". After the member has stated his/her objection to the ruling of the chair or some method of parliamentary procedure, the chair answers:

- 1) "Your point of order is sustained", or
- 2) "Your point of order is denied."

If any member is not satisfied, he may appeal from the decision of the Chair. The Chairman than addresses the assembly. "Shall the decision of the chair be sustained." This is debatable and the presiding officer may discuss it without leaving the chair. Voted on like any other motion.

V. THE CORRECT FORM:

A. For adopting minutes- "Are there any additions or corrections to the minutes? (Pause) The minutes stand approved as read (-or as corrected.)"

- B. "I move (not "I make a motion") that the earnings of the dance be added to the Scholarship Fund."
Chairman: "It has been moved that the earnings of the dance be added to the Scholarship Fund.
Is there a second to the motion." (Pause) If seconded,
"Is there any discussion?"
- C. For voting on a motion –
1. Voice vote
The chair restates the motion to be sure everyone understands it clearly. Then saying, "Those in favor of the motion say, 'Aye'... Those opposed say, 'No'."
If there is no doubt in the Chairman's mind he states, "The motion is carried" or "The motion is lost"
 2. Showing of hands, rising vote or roll call vote-
The chairman must announce the exact count as follows:
"The vote is affirmative – 17, negative – 9. The motion is carried"
- D. For adjourning a meeting –
"It has been moved and seconded that we adjourn. Those in favor say 'Aye'... Those opposed, 'No'... The motion is carried. The meeting is adjourned."

VI. COMMITTEES

Ideas are formulated by committees for final decision by the whole organization. They can go into greater detail than the whole group. Therefore, the bulk of the actual work of most organizations is done by committees, and usually their conclusions are accepted by the organization.

Committees follow ordinary rules of procedure except that they are informal. Members need not address the chair, and the latter can express his/ her opinion.

The report or recommendations of a committee cannot be amended because they are the words of the committee. However, the organization need not accept the recommendations and can make its own decisions on all questions covered by the committee report.

A committee report, after presentation, may be disposed of in any of the following ways:

- A. May be filed and is not binding on the members. (Reports containing information only and reports of progress are filed and not adopted.) It may be ordered by a motion, or the president may announce, "The report will be filed."
- B. May be referred to the committee for further study or modification.
- C. May be adopted. This commits the organization. (It may be adopted in part or with exceptions).
- D. May be rejected.

ELIGIBILITY POLICY FOR LEADERSHIP POSITIONS (OFFICERS) & MEMBERSHIP IN CLUBS AND ORGANIZATIONS

Collegewide Organizations

These organizations are relatively stable. From time to time new organizations are designated. Currently, Collegewide Organizations include:

- Haraya
- S.G.A. Programming Board
- Student Government Association (S.G.A.)
- Student Organization of Latinos (S.O.L.)
- Vignette

Advisors to collegewide organizations are faculty from the department of Student Personnel Services. Leaders in Collegewide Organizations hold responsibility for representing students and Nassau Community College in a variety of ways. They must also be able to commit significant time and energy to organizations they serve. In order to do service to themselves, the organization, and the institution, student leaders must maintain a strong academic profile. Student club officers must adhere to all FSA criteria to be eligible for FSA stipends.

Service as elected campus wide student leader is limited to five academic semesters, not including summer sessions.

Student leaders who must meet NCC Academic eligibility requirements

1. All members of Collegewide Organizations who hold elected positions in the organizations (i.e./the officers, executive board, and / or editorial boards);
2. All members of Collegewide Organizations who have positions of ongoing responsibility or temporary leadership responsibility (i.e. / committee chairs, event coordinators);
3. All club presidents.

Eligibility Requirements

To Serve as Student Leaders in Collegewide Organizations or Service Groups or as Club Presidents:

1. New students enrolling for a minimum of 9 credits are eligible for leadership positions, without regard to past academic record.
2. Continuing full-time students wishing to serve in leadership positions must fulfill the following requirements:
 - a. The student must be registered for a minimum of 12 credits (or the equivalent) for the semester (fall or spring) in which the student wishes to serve.
 - b. A fall semester fulltime student must complete a minimum of 12 credits (or the equivalent) by the end of the Winterim in order to serve in the following spring semester:
 - c. A spring semester full time student must complete a minimum of 12 credits



(or the equivalent) by the end of the summer sessions in order to serve in the following fall semester.

- d. SGA and student senators must carry a 3.0 GPA, all other student club leaders must carry a 2.0 cumulative grade point average and a 2.0 semester average prior to the semester of service.
- e. Except for the circumstances cited in paragraph 4 below, a full time student who switches to part time status will not be eligible for student leadership.

3. Continuing part-time students wishing to serve to leadership positions must fulfill the following requirements:

- a. The student must be registered for a minimum of 9 credits (or the equivalent) for the semester (fall or spring) in which the student wishes to serve.
- b. The student must successfully complete all courses from the previous regular semester. There must not be any grades of Withdrawal (W) or Incomplete (I).
- c. The student must carry a 2.0 cumulative grade point average and a 2.0 semester average prior to the semester of service.

4. Under the following circumstances, the minimum credit requirements [2a and 3a above] shall not apply.
 - a. A student who requires fewer than 12 credits for graduation shall be exempt from the minimum credit requirements if all of these conditions are met:
 - i. The student has registered for the required number of credits and the appropriate courses needed for graduation.
 - ii. There are no other restrictions to eligibility.
 - iii. This exception has not been granted previously.
 - b. A student shall be exempt from the minimum credit requirements if the student is enrolled in the Nursing or Allied Health areas or if the student is enrolled in courses while wanting to be admitted to these areas and if the student therefore needs less than 12 credits per semester.
 - c. A part time evening student who wishes to serve in a leadership position of an organization primarily serving evening students shall be exempt from the minimum credit requirement.
5. In other special circumstances, such as medical, financial, or personal emergencies, students may request to waive the above requirements. Such appeals will be considered upon the recommendation of the faculty advisor or the student organization/service group or the Office of Student Activities. For more information about the waiver process and procedure, contact the Office of Student Activities.
6. A student organization or service group may require a higher cumulative average for its officers by stating so in its constitution.
7. A student athlete must conform to the NJCAA regulations in order to maintain eligibility.
8. The Office of Student Activities (OSA) will be responsible for implementing this policy. The OSA will certify eligibility for leaders of college wide organizations and service groups. Clubs faculty advisors will be required to certify eligibility for club presidents as required by the OSA.
9. Recognition Awards for Student Leaders and Club Members; Club officers and active members are eligible to apply for recognition given by the OSA including The Excellence in Student Activities Award, The Outstanding Student Leader Award, and The Leadership Development Award. Look for award applications in February of each year.

MEMBERSHIP

Membership in registered student organizations must be open to all persons without regard to race, color, creed, religion, national or ethnic origin, gender, sexual orientation, age, marital status, citizenship, or physical disability.

All members and officers must be currently enrolled students at Nassau Community College.

Members may disassociate from an organization at any time, as participation is voluntary.

Membership in Collegewide Organizations is restricted to students who are in good academic standing as defined by current college policy.

Student organizations have the right to establish their own criteria providing they do not fall below the forementioned minimum standards of academic performance.

Students who wish to express their First Amendment rights as contributors-writers, photographers, cartoonists, etc.-to the newspaper may do so regardless of their academic status.



FINANCIAL POLICIES OF THE FACULTY STUDENT ASSOCIATION, INC. (FSA) REVISED JUNE 2023

The Faculty Student Association (FSA) is charged with the responsibility for the disbursement of student fees which are used to fund extra-curricular activities—athletic, cultural and social—programs that expand and enrich the college experience of the students. Student clubs and organizations are operated under budgets that are requested initially from the Student Finance Committee of the Student Government Association (SGA). All matters related to budgets, e.g. expenditures, transfers of funds within the budget, fund raiser requests, and conference requests must first be brought to the SGA Treasurer and from there they are forwarded to the FA Board. Each budget is divided into several categories. Each club/ organization can only spend the money allocated in each account. Club funds may be suspended if, the Office of Students Activities required Registration Forms and Roster are not on file.

PURCHASE DISBURSEMENT ORDER (PDO)

The PDO is used to obtain approval for the expenditure of funds allocated to the organization in its budget.

All PDOS must be submitted to the FSA Business Office. All PDOS must be signed by the Treasurer of the club and the faculty advisor before being submitted to the FSA Business Office. Each PDO must then be approved by the SGA Treasurer and the Coordinator of Student Activities.

In addition to the SGA Treasurer, the President and Vice-President of SGA are also permitted to sign the PDOS.

Furthermore, the Corresponding Secretary of SGA will be permitted to sign PDOS if the SGA President, Vice-President, and the Treasurer are not available and the FSA feels there is a declared “emergency situation” requiring the signatures.

The PDO must have documentation to substantiate the expense, i.e., an itemized invoice, or a receipt from a vendor. Failure to submit documentation in a timely manner will result in the freezing of the budget. When a PDO is approved, a check is drawn. The check then requires one, sometimes two, signatures.

PURPOSE OF SUBMITTING THE PDO PRIOR TO PURCHASE

- A. Often request items are already available on campus, and therefore, need not be purchased.
- B. The PDO procedure ensures that you have enough money in your account to cover your expenditure.
- C. It prevents debts from being incurred that are unauthorized by SGA & FSA.

HOW TO FILL OUT THE PDO

- A. Before any purchase is made, visit or phone the vendor and obtain the price.
- B. The FSA is exempt from New York State sales tax therefore, when you obtain the price it should not include the sales tax. A state exempt certificate may be obtained in the FSA office.
You will NOT be reimbursed if you pay sales tax.
- C. The PDO must be signed by the organization treasurer and advisor.
- D. Receipts or invoices must be attached to PDO. If not available they must be provided in a timely manner.
- E. It should then be brought to the FSA office Room 200 of the College Center.

- F. Allow eight (8) school days for the PDO & check to be approved and processed.
- G. Faculty Advisor or registered club officers will pick up their checks at the FSA office.

The white copy of the PDO is to be kept for the club/ organization's record. The goldenrod copy accompanies the check to the vendor. Both copies will be returned to you with the check. The date and check number will be recorded in the box on the PDO labeled "paid". Deduct the amount of paid from the balance in your account as kept in your ledger. wFSA is not responsible for fiscal commitments made without a propyl approved PDO.



- A. In order to apply for a transfer of funds, a Transfer Request form must be filled out and returned to the SGA Treasurer. The Transfer Request forms are available in the FSA office. The completed form must be submitted to SGA at least two (2) weeks before the money is needed.
- B. The request will be considered first by the SGA Finance Committee and SGA Senate with final approval by FSA. Transfers \$200.00 or less do not require FSA approval.
- C. All transfers must be within budget guidelines.
- D. FSA is not required for fiscal commitments made prior to approval of the transfer.
- E. Transfers are not required when an expense is beyond the control of an organization such as unemployment and disability expenses etc.
- F. A transfer from one account to another to cover monies already spent, is an "after the fact transfer." The penalties will be as follows:
 - 1st offense – Warning Letter
 - 2nd offense --- Budget frozen until SGA Treasurer releases
 - 3rd offense --- Budget frozen for remainder of academic year

FUND RAISING

- A. Permission must be requested from the Student Finance Committee to run a function that requires the receipt of monies. This can be done by submitting a fund raising request form available in the SGA office, at least two (2) weeks prior to the event. Unauthorized fund raising may result in a frozen budget.
- B. All organizations must give approximate time and location of function.
- C. All purchases for fundraising must be approved in advance by SGA/ FSA. This is done by submitting a PDO.
- D. Monies collected each day will be placed in an envelope stating the name of the person, club and amount collected and turned into the FSA office, College Center Building Room 200. If the FSA office is closed, deposit monies in the FSA safe located in the Office of Student Activities.
- E. SGA reserves the right to limit the number of fundraising activities occurring at one time.
- F. Members of any organization shall not be under obligation to participate in any fund raising function of that particular organization.
- G. There will be no soliciting at regularly scheduled campus activities without the expressed permission of the sponsoring organization.
- H. All organizations must specify the amount of prices of all articles to be sold and the anticipated net profits. Return any unsold articles to FSA (for example, raffle tickets, admission tickets).
- I. All organizations must have their advisor's permission to run a fund raiser.
- J. If funds raised are to be used as a scholarship or charity donation, the expenses of the function must be deducted first before you can determine the amount to be given.
- K. Money obtained from fund raisers can be used in any line item, e.g., a fund raiser will make it possible for a club to use over 40% of the total budget for refreshments.
- L. If monies obtained from fundraisers are donated to a charity, the Charity must be recognized 501 c (3) non-profit organization registered by the US Treasury as an IRS Federally approved charity or by the NYS Department of Law, Charities Bureau Registration Unit.
- M. It is the Faculty Advisor's responsibility to develop a procedure with club members on the collection and deposit of monies to the Student Activities Office or the FSA.



CONFERENCES

A. A conference is an event sponsored by a recognized organization with representatives from many institutions attending. Conferences also have formal program and a preplanned agenda. Some conferences are informational in nature. Representatives of the club can attend and bring back information to the group. Other conferences have information which is more hands on in nature, less easily shared back on campus. In those cases more students may be permitted to attend. Licensing exam preparation, registry reviews, and similar events will not be considered as conferences and attendance at such will not be funded by FSA.

B. Some of the factors FSA will consider in determining funding for a conference is the distance of the conference, the length of the conference and the nature of the event.

C. Conference requests should also contain a statement justifying the number of listed attendees. In an attempt to minimize the number of attendees the FSA will finance, there will be a limit of eight (8) per conference. Exceptions will be made only in especially warranted situations and must be approved by SGA and FSA.

D. The FSA can fund more than once club attendance at the same conference, but a maximum of 8 members per club can attend The FSA will fund only one overnight conference per club per semester. An overnight conference is defined as one where students spend at least one night away from home. Exceptions to this policy may be made by the SGA Finance Committee and approved by the FSA on a case by case basis. In determining to grant an Exception, the SGA Finance Committee and the FSA will take into account, among other things, the costs involved, the educational benefits derived, the number and type of conferences previously attended by the proposed groups of students.

E. In order to ensure that the club/ organization or other FSA sponsored group from the college community will benefit from the conference expenditure, a majority of the listed attendees that are to be financed from the FSA funds must be students that anticipate returning to NCC the following semester.

F. Arrangements for lodging should be made in advance of a conference or other authorized trip. If personal charge cards, cash or check are used, full documentation, with receipts, is required within five days after the conference or the budget will be frozen.

G. On FSA authorized trips and travel by NCC faculty, staff, students, or otherwise authorized individuals, at least two students will be assigned to one room.

H. The daily meal allowance is as follows:

Breakfast \$ 10.00

Lunch \$ 12.00

Dinner \$ 20.00

Total \$ 42.00

I. A conference Evaluation form must be submitted within two weeks after the conference and submitted to the SGA Treasurer.

J. Clubs are permitted to subsidize conference expenses, not funded by SGA, from their existing budgets, from fundraising and/ or from students personal funds.

K. Conference request forms should be submitted to the SGA Treasurer six weeks before the Conference is scheduled. Approval will not be granted if from is received less than four weeks in advance.

FIELD TRIPS

A Field Trip is an off campus one day excursion, that a club may take. A Field Trip is related to the activities and essence of the club taking the trip.

A. Field trips are not included in the club's budget. All requests must be made on the Field Trip Form.

B. Field trip requests should be brought before the Student Finance Committee four weeks before the trip is to be taken. The request should include a breakdown of expenses, and the number of people attending, including their names and N numbers. Receipts for expenditures must be turned into the FSA Administration Office within 5 business days after the event or the club/organization budget will be frozen.

C. Field trips are normally same day events. Exceptions will be made based upon the benefits to the organization and the cost. A club may receive FSA funding for one overnight field trip per semester but can apply to the SGA Finance Committee to exceed this cap in special circumstances.

D. No funds will be provided for meals.

E. Ticket Subsidies – Clubs can request to spend \$50 per ticket in total subsidy, and the club budget cannot be used to subsidize any cost over that amount. In other words, FSA will spend a maximum of \$40 per ticket from student fees. However, attendees may use personal funds or the club may use fundraised monies in addition to the FSA \$50. Clubs are encouraged to purchase tickets using group rates or other discounts.

All Conferences and Field Trips require that a waiver be signed by all participating students. For students under 18, parental consent is required. In addition a faculty advisor must accompany groups that have students under 18 in attendance. The completed waiver form should be submitted to the FSA office 5 days prior to the event. To go to on a Conference or Field Trip, students must be currently attending and registered for at least 3 credits or the equivalent (remedial courses) in the semester which the club applies for the trip.

TRAVEL ARRANGEMENTS

It is the responsibility of the Faculty Advisor to book any trips. If the Faculty Advisor does not want to use their personal credit card, they may use the FSA travel agent. Students must travel together as a group to and from the off-campus trip. Exceptions must be authorized in advance by an SPS FSA representative and the Dean of Students.

FACULTY ADVISORS

All faculty advisors must attend the annual mandatory meeting sponsored by Student Activities and FSA and anyone who does not will not be recognized by FSA as a club faculty advisor.

FINANCIAL PENALTIES FOR CANCELLED TRIPS

With regard to clubs that cancel trips or have a small percentage of requested attendees actually come for the trip:

1. When a club/ organization is approved for bus transportation and then cancels the trip without informing the FSA Business office in a timely manner, FSA will spend a lot of money on an unused bus. Any bus costs incurred by canceling the trip may be charged to the club's budget. The group may also be prohibited from spending or requesting FSA funds (from any budget) for trips/ conferences for the rest of the school year. The group has a right to appeal this consequence to the SGA, but only if it can prove extenuating circumstances.
2. When a club/organization is funded for a trip or conference and a significant percent of the approved attendees do not attend (causing a greater than necessary expense for FSA), SGA will take this situation into account when making decisions about future trip/ conference requests from the group.

With regard to individual members going on field trips/conferences:

3. In the event a student who agrees to attend a field trip/ conference involving the expenditure of \$500 or more per person does not attend for reasons other than those of an emergency nature, the student will be required to reimburse FSA for the total costs incurred on the student's behalf. FSA may seek to have the student's college records impounded until payment of the total costs is received and/ or a payment plan consented to by FSA is implemented. A student may appeal to the SGA advisor to reduce or eliminate the costs based on extenuating circumstances. The SGA advisor, in his or her sole discretion, may reduce the costs or relieve the student of the obligation to reimburse the costs if the SGA advisor reasonably believes that such reduction or elimination is warranted by the explanation and/ or documentation provided by the students. A student may appeal the decision of the SGA advisor to the President of the FSA. Student attendees will be required to sign an agreement with the FSA to this effect prior to any arrangements being made.

TRANSPORTATION

- A. Only Athletic Staff or College Employees, designated by the Athletic Director, may drive FSA vans. Under no circumstances may a student drive an FSA van.
- B. Clubs will not be reimbursed for the cost of rented vehicles unless a faculty advisor drives the vehicle.
- C. When the use of student vehicles is more practical, proof of gas and toll expense will be reimbursed provided all current FSA and NCC policies are adhered to. Use of a private vehicle to conduct FSA business must be authorized in advance by the faculty advisor.
- D. FSA Business Office will charter vehicles ranging from passenger buses to taxi service. No vehicle will be chartered unless included in a club's budget or properly executed "Conference/Field Trip Request Form" is approved by the SGA and FSA. Charter companies and drivers must be properly licensed and carry adequate liability insurance.

Examples of Modes of Transportation are:

1. Passenger bus (from 25 to 55 person)
2. 14 passenger van



3. Shuttle service

4. Taxi

E. Before SGA and FSA will approve travel plans; clubs must designate a group leader to act as spokesperson. Prior to release of Funds the FSA office must receive a waiver of liability from each student and a list of participating students and faculty members before final authorization is given.

F. FSA's liability insurance will supplement a member's personal auto insurance in the event that FSA is cited for a member's negligent use of their vehicle while conducting FSA business. If a member is involved in an auto accident while conducting FSA business, it is important that a member immediately file a report with their insurance company and the FSA Business Manager. A late report to either the member's insurance carrier or FSA's carrier could result in no coverage at all. FSA Auto policy will not supplement physical damage to a member's car.

BUDGET GUIDELINES OF THE FACULTY STUDENT ASSOCIATION, INC. (FSA)

The following account categories have been set up to aid clubs/ organizations in formulating and maintain a budget. A club should use these guidelines to request funds in proportion to the number of members in the club and its relative activeness. It is important that it is understood that the amounts specified in these guidelines are **MAXIMUMS** and that the amounts recommended for approval by the Student Government Association do not have to be these maximums. Most clubs should not expect to receive the maximum in each account. The maximums are set up for those clubs and organizations with good justification for the use of these monies.

Each account is numbered in accordance with the accounts set up by the Faculty Student Association. The use of these code numbers is a great aid in the quick processing of budgets and must be used. New clubs are awarded an initial budget of \$750 for the fall semester, \$375 if organized and approved in the spring semester.

EXPENDITURE ACCOUNTS AND ACCOUNT CODE NUMBERS

4310--- Awards

A club may request a sum not to exceed 10% of their original budget. The maximum allowed in this account is \$400.00. This money is to be used to purchase awards given to club members. Awards generally include plaques, certificates, promotional items, trophies, etc. No cash or cash equivalent such as gift cards may be awarded to a club member or college employee and an award may not exceed \$75.00 per person.

4350 --- Books & Films

The purchase of books and films is permissible only if they cannot be rented.

4380 --- Dues

A club that pays dues to a regional, state, or national organization should budget for the dues under this account. Individual memberships will not be funded.

4600 --- Entertainment

To be used for payment of performing artists, musicians, groups, etc. The artist contract or FSA Engagement Agreement is needed in order for FSA to generate the payment check. FSA will not pay current students, NCC employees or immediate family members of NCC employees.

4000--- Lodging

Hotel/ motel accommodations.

4100--- Mailing

If a club/ organization plans to mail notices, announcements, etc. this account is used. Postage stamps are not to be purchased for mail. FSA clubs/ organizations are to bring their mail to the FSA Business Office and outgoing mail is processed on a postage meter.

4140--- Meals

To be used to cover the cost of food when traveling on or during an FSA sponsored trip, a conference, or athletic team event. See Conference on page 4 for meal allowance.

4340--- Office Supplies

To be used for the purchase of pens, paper, etc.

4450--- Security

The club faculty advisor must make all arrangements for the off campus security company after consultation with the head of the SPS Student Activities.

4620--- Other Equipment

This account is used for all equipment purchases (except photo equipment, see below).

Portable equipment must be stored on campus in a club office, faculty advisor office, or other secure, locked facility.

4120--- Other Services

This account is used to pay for a particular service that a club/ organization may require, which does not come under any other account.

4660--- Other Supplies

To be used to pay for miscellaneous supplies such as utensils, paper plates, etc. Clubs can purchase one item of clothing per year per member at a cost up to \$25.00 per item. They can apply to SGA Finance Committee to exceed that cap in special circumstances.

4480--- Photo Equipment

Camera components, accessories, etc. used mainly by the college newspaper which has a value of less than \$1,000.00.

4500--- Printing

This account is to be used to pay to have printing work done by the Office of Student Activities or a commercial printer i.e. posters, forms, etc.

4700--- Refreshments

This account is used to provide refreshments for club members only. This account may not exceed 40% of student fees. Large organizations that have a specific need to purchase refreshments relating to their programs may do so under this account. Clubs can spend a maximum of \$30.00 for lunch or \$45.00 for dinner per person for holiday and end-of year celebrations.

4780--- Repairs

To be used for the repair of FSA equipment.

4740--- Rentals

When the need arises for a particular item not available through other sources, and a purchase is not possible or necessary, this account is used to cover cost of renting.

4050--- Service Contract

Used by large organizations to pay for yearly service contracts on owned equipment.

4130--- Speakers

This account is used by clubs to pay for speakers who come to campus to present a talk or lecture to a limited audience. This account is limited to \$250.00. Clubs may not compensate persons that are students, faculty members, other employees of the college or the immediate family members of all of the above.

4030--- Staff Assistants

To be used to pay for salaries of student staff assistants.

4405--- Admissions

This account is to be used by clubs to accommodate the purchase of tickets to museums, aquariums and venues of that nature. A Field Trip request form would be needed for the off-campus excursions to these venues therefore there would be oversight over the amounts to be used to admissions.

4320--- Transportation

This account should be used to pay for transportation costs of clubs/ organizations and Athletics. Mileage reimbursement will follow the IRS rate.

4410--- Uniforms

This account is for use primarily in Athletics.

RECEIPTS MUST ALWAYS BE SUBMITTED TO COVER EXPENDITURES.

If a club fails to turn in a receipt for a cash advance, the budget will be frozen until the receipt is submitted. If any problems arise, we are here to help and provide assistance.



SUPPLEMENTAL BUDGETS

Supplemental budgets will be given to an organization only if an unexpected financial need arises. This does not mean that if an organization uses all of its budgeted money before the end of the year, that they will receive a supplemental budget. Each organization is budgeted money for its yearly use. If an organization exhausts its budget before the year is over, they will have to operate without financial assistance from SGA. In considering a request for supplemental funds, the organization must demonstrate that the funds were used effectively in the interest of the organization, and must further offer convincing evidence to support the need for additional funds. Requests for supplemental budgets shall be submitted to the SGA treasurer. At least two weeks are required to process a request for a supplemental budget.

DISCIPLINARY ACTION

Any organization that misuses student fees, or fails to adhere to the financial policies of the Faculty Student Association will be subject to penalties at the discretion of the FSA.

SGA BUDGET PROCESS

Each Fall semester the SGA Treasurer will review that SGA Budget Process and Timeline. In November the SGA Treasurer will submit to the FSA Board a time line for the budget process and report any changes made to the process.

All clubs and organizations will be invited to budget hearings by the SGA Finance Committee. Time slots will be made available so that everyone will have the opportunity to attend. Faculty advisors will be required to attend. Budget hearings must be attended if a group wants a budget for the upcoming year.

DESIGNATED ORGANIZATION SCHOLARSHIPS

Certain officers of the following clubs will be eligible for the scholarships;

Student Government Association

- Haraya
- Programming Board
- The Student Organization of Latinos
- Vignette

For more information for these dedicated scholarships please visit the FSA Office in CCB Rm. 200

FSA SIGNATURE POLICY FOR PDOS

I. Athletics

Dean of Students
Vice President of Academic Student Services
President of FSA
Vice President of FSA

II. Cultural, Women's History Month

Dean of Students
Vice President of Academic Student Services
President of FSA
Vice President of FSA

III. Clubs (except for the above), Student Activities and Orientation

SPS Faculty appointed representative
Dean of Students
Vice President of Academic Student Services
Vice President of FSA

Any PDO dispute will be resolved by the President of FSA.

The SGA Order of Authority for signing PDOS is as follows:

- Treasurer
- President
- Vice President
- Corresponding Secretary

All approval conflicts will be decided by a two thirds vote of the SGA Executive Board.

MISCELLANEOUS PROCEDURES

HIRING SPEAKERS, PERFORMERS, MUSICIANS, VENDORS

1. Acord Certificates of Liability Insurance should be requested from major performers engaged by Clubs and Organizations. The Certificate should indicate the policy effective date, limits (1,000,000 each occurrence), and for food service vendors (2,000,000) including product coverage. The Faculty Student Association of NCC and Nassau Community College must be named as additional insureds. Upon receiving the Certificates, copies should be made for your records and the original document forwarded to the FSA office where they will remain on file. The Office of Student Activities can provide a sample Acord Certificate of Liability.
2. All Clubs and Organizations engaging speakers/ performers/ lecturers must obtain an Engagement Agreement from the OSA office. This agreement must be signed by Phyllis Kurland for the FSA and the vendor and must include the vendor's Social Security # or Federal ID# in addition to their name, address and terms of the contract. The agreement must be attached to the PDO.
3. The FSA insurance company must be notified of any musical acts, including DJs, that are being hired. These acts must be approved by the insurance company before the show. The FSA office will forward the request to the insurance broker to obtain approval and will advise you of their decision. Please allow sufficient time for this process.

INSURANCE

1. All new clubs or reactivated clubs must fill out an Insurance questionnaire. This form is available in the FSA office. The completed and signed questionnaire will be returned to the FSA office for submission to the insurance company for reregistration. No club will be permitted to operate until it is approved.
2. Clubs that do not have budgets or have not requested funds from the SGA for off-campus activities are still required to obtain waivers. Waivers must be signed by all participating students in accordance.

OFF-CAMPUS EXCURSIONS, FIELD TRIPS AND CONFERENCES

All off-campus trips must be approved by the FSA Board in advance. If the club goes on an unapproved off-campus trip, the attendees may not be covered by the FSA insurance policy for any incidents that occur.

The faculty advisor shall not attend an unapproved off-campus trip. Their failure to abide by the regulation may trigger personal liability.

If an off-campus trip is not authorized in advance by the FSA, no funding will be approved after the return. Any unauthorized off-campus trip will be taken without financial or other support of the FSA.

SOCIAL MEDIA

Clubs may not use the NCC logo, nor may they claim that their page is an official Nassau Community College page.



BRANDING GUIDELINES

1. Clubs are asked to adhere to NCC branding guidelines, which can be found at (www.ncc.edu/aboutncc/ourpeople/administration/marketingandcommunications/branding).
2. The NCC logo should be on club promotional items, and clubs should utilize school colors whenever possible. Different versions of the college logo can be found on the college website.
3. Faculty advisors should be aware of the NCC branding guidelines.

EQUIPMENT PURCHASE PRE-APPROVAL

Equipment purchases of \$250 or more per item must be pre-approved by SGA and FSA.

PUBLICITY AND PROMOTION

Use of Publicity

Several principles must enter into any consideration of publicity at Nassau Community College.

These include the following:

4. The encouragement of student creativity.
5. The appearance of the campus.
6. The protection of campus property from exploitation by unauthorized commercial or pressure groups.
7. The maintenance of the free expression of ideas.
8. Student Government Association, Faculty Student Association, and Nassau Community College will not restrict distribution, posting, or exhibiting of noncommercial literature based on its content unless its distribution violates state or federal law or constitutes a violation of NCC policy.
9. Persons taking offense to the language or nature of any poster or flyer are encouraged to contact the sponsoring clubs, organization or individual. Nassau Community College, Faculty Student Association, and the Student Government Association do not accept responsibility for nor endorse the content of the posters/ flyers which are posted by various Campus groups.

THE FOLLOWING REGULATIONS ARE ESTABLISHED WITH THE ABOVE PRINCIPLES IN MIND:

A. All publicity must bear the name of the sponsoring student club or organization. Individual Nassau Community College students may hang flyers expressing their own points of view for non-commercial purposes, but must comply with these publicity rules.

- B. All posters, flyers, and other advertising activities of student groups must be approved in the Student Government Office before being distributed on campus.
- C. Materials which are not approved will be taken down and violators may be deprived of publicity right on campus for the remainder of the semester.
- D. The use of the name of the College off-campus, by an individual or groups, is prohibited unless the program being publicized is a registered Nassau Community College activity, and that the intention to advertise off-campus has been clearly stated on the Activity Registration form.
- E. Individuals or student groups distributing or stacking publicity material are responsible for maintaining the neatness of the area.
- F. Bulletin boards may be reserved for use by Student Activities (clubs, organizations, etc.), academic departments, and administrative areas.
- G. Posters may be hung on bulletin boards, and on unpainted concrete walls and columns. Posting in other locations, including chalk boards, lampposts, on most glass surfaces, in stairwells, in elevators, on painted wall or on trees is prohibited. Hanging materials shall be non-destructive of paint and wall finishes, and must be removable. Fun tack is recommended. Tacks, masking tapes and staples can be used in certain areas. Paste, glue, nails, and duct tape cannot be used to hang posters anywhere on campus.
- H. Flyers and cards cannot have UV (glossy) coating. Stickers cannot be posted on campus.
- I. 8 ½ x 11 directional signs can be hung on glass doors on the day of an event and must be removed immediately following the conclusion of the event.
- J. In order to allow space for all groups to advertise their events, no more than one of the same flyer or posters can be hung on a bulletin board or location. Posters should not cover or obstruct other flyers or posters. Posters on indoor bulletin boards shall not exceed 11" x 17" in size, and on outdoor locations 22" x 24".
- K. Posters, etc. must be removed by the sponsoring group from around campus within two days following the event.
- L. Flyers may be handed to individuals, but be sure to observe the law on littering. They may not be placed on car windshields because this violates state law.
- M. Banners may be hung on campus on a temporary basis subject to administrative approval.
- N. The Office of Student Activities will maintain posting locations on a weekly basis.

PUBLICITY FROM OUTSIDE SOURCES: Soliciting by off-campus groups is not permitted.

ELECTION CAMPAIGN ADVERTISING: All advertising must follow the procedure designated herein and by the organization in charge of the election.

SOUND EQUIPMENT (COLLEGE OWNED OR PERSONAL): This equipment may only be used during the Club Hours (Tuesday and Thursday, 11:30-12:45 PM) and during the scheduled Evening Activity Hours. This is to ensure that instruction will not be disrupted.

COLLEGE COMMUNICATIONS DIRECTED TO MASS MEDIA OUTSIDE THE COLLEGE: Student organizations wishing to send communications or publicity to mass media outside the campus community must submit the communications to the OFFICE of Student Activities. Communications going outside the campus may NOT be sent WITHOUT this approval.

TABLE SPACE

Clubs and Organizations are limited to eight days per semester when reserving table space to raise funds and/or distributive literature. However, Collegewide Organization activities (Student Government Association, Haraya, etc.) are not limited. To schedule a table for use you must complete an "Activity Registration" form at the Student Activities Office in the College Center Building.

LITERATURE DISTRIBUTION

All literature being distributed must bear the name of the club or organization doing the distributing. All literature must also bear the phrase "DO NOT LITTER" Note: If the distribution or solicitation activity in any way inhibits the normal educational processes of the College, permission to do such will be revoked.



NASSAU COMMUNITY COLLEGE SERVICES AND FACILITIES FOR CLUBS

FOOD SERVICES

Clubs can only order food with an approved Purchase-Disbursement Order. Check when reserving space as to whether or not food can be served in that particular area. A certificate of liability insurance from your food provider may be required.

PHOTOCOPYING SERVICES

Photocopying services are available in the Student Activities Office. Orders for posters and flyers will be done as quickly as possible, but you are requested to submit photocopying requests at least two (2) work day in advance. A photocopy machine is also available in this office for club and organization use. Completed work can be picked up in Room 150 during business hours. A nominal charge will be billed to cover the cost of the services.

CLUB AND ORGANIZATION MAILBOXES

All currently registered clubs and organizations will have a mailbox assigned to them where they can receive mail from both on and off campus. These boxes are located in the Student Activities Office (Room 150), in the College Center. If your club has not been assigned a box, please speak to a Technical Assistant in the OSA.

On-campus mail can be mailed from the Student Activities Office. To send mail off-campus go directly to the FSA office (room 200) in the College Center.

EVENT PLANNING

Scheduling activities and making reservations

All student activity programs must be scheduled and registered with the Office of Student Activities according to the procedures outlined in this manual. Further information is available in room 150 in the College Center.

Be aware that certain activities require chaperones and that programs off-campus will not be recognized unless approved by the Office of Student Activities and Student Government Association. Unapproved events are not associated with Nassau Community College or the Faculty Student Association, Inc.

WHEN CAN EVENTS BE HELD?

Programs and events can be held during the normal operating hours of the Office of Student Activities. Evening and weekend programs can be held with special permission and some restrictions.

The normal operating hours of the Office of Student Activities are: Monday through Friday 9:00 a.m. to 5:00 p.m.

There are some exceptions to these hours. Please check with the Student Activities Office when making plans.

WHERE CAN EVENTS BE HELD?

The following are only some of the areas that are used to hold programs and events along with their estimated seating capacities (actual capacities will vary depending on the setup required):

College Center Multipurpose Room	300
College Center Conference Rooms	18-150
Classrooms	25-35
Lecture Halls.....	90-130
College Union	60
Quad (outside).....	1,000

There are other areas and rooms around campus that could be used for programming. Check with the Student Activities office for suggestions.

The Quadrangle

Groups requesting the use of the Quadrangle should follow the same student activities procedures outlined in this manual for reserving rooms – i.e., completion of the Activity Registration form, including signatures of the organization representative, the faculty advisor and the Office of Student Activities. Possible additional forms may be required.



The following qualifications apply:

1. The Quadrangle may be used during class hours provided that no amplifying systems are in operation.
2. Use of the Quadrangle is granted with the understanding that the normal educational processes of the College will not be distributed, including the orderly use of facilities and space.
3. The sponsoring organization or individuals shall be responsible for maintaining order before, during and after the event, and for cleaning the area upon completion of the activity.
4. Infraction of the foregoing shall result in disciplinary action against the sponsoring organization.

The Quadrangle may also be used for informal gatherings of students for purposes of discussion and debate.

CAN A MEETING PLACE BE RESERVED FOR MORE THAN ONE MEETING?

Clubs and Organizations may reserve facilities for both fall and spring semesters. (All dates desired must appear on the Activity Registration form). Please be sure to inform the Office of Student Activities in advance when the facility you have reserved is not going to be used for two or more consecutive meetings.

If this space is not being used, the Student Activities Office reserves the right to assign the area to another group.

HOW TO PLAN AN EVENT

Once you and your organization decide on the type of program you want to have, it's time to begin formal planning.

But remember, YOU DO NOT HAVE APPROVAL FOR AN ACTIVITY, EITHER FOR A FACILITY OR FOR THE ACTIVITY ITSELF UNTIL THE CONFIRMED COPY OF THE COLLEGE FACILITIES REQUEST FORM IS RETURNED TO YOU IN THE CLUB MAILBOX IN THE CCB ROOM 150.

DEADLINES

Keep in mind that minimum lead times are required for the planning of certain types of programs.

EVENING, WEEKEND AND OTHER "MAJOR" EVENTS

"Major" programs are defined as functions, programs or events to which the student body is extended an open invitation, and/ or those events which require a substantial physical setup. Included in this category might be: meetings or speakers addressing an open convocation, all-college socials and dances, films or concerts, award convocations or similar special events.

These programs will require chaperones, security arrangements and the completion of numerous other details.

In order to have enough time to complete these arrangements, the Activity Registration form must be completed and submitted at least 15 CLASS DAYS PRIOR TO THE EVENT.

All events must be scheduled ten (10) days prior to the end of the semester.

No major events (i.e. parties or events which include extensive set-up, entertainment and college-wide publicity) may be scheduled 10 days – or less – prior to the end of the semester (Awards Banquets are excluded from this policy.)



CLUB MEETINGS AND “MINOR” EVENTS

“Minor” programs are defined as functions, programs or events which groups sponsor or hold only for themselves and invited guests, and which do not involve substantial physical setup. Included in this category might be: meetings, closed parties, speakers addressing only the group inviting the speaker.

These programs require fewer arrangements, and the Activity Registration form must be completed and submitted at least 10 CLASS DAYS PRIOR TO THE EVENT.

****NOTE**, however, that the Student Activities Office reserves the right to require additional planning time, in order to promote a well-organized event.

PLANNING THE EVENT

1. Find out if the space is available. See the Technical Assistant in College Center Building Room 150 in charge of events. The Technical Assistant will go over your plans with you. If the room(s) you want are available, a tentative reservation will be made to hold the space for you for 24 hours or 1 class day – pending the submission of a completed Activity Registration form. At this time, the Technical Assistant will let you know what else you will be required to do (i.e., additional forms, floor plans, necessary meetings for approval, etc.) in order to meet all reservation requirements.

2. Obtain necessary forms and appointments for your event.

3. The Technical Assistant will tell you what forms will be required and when they should be completed and returned to the Student Activity Office. Depending on the event, some or all of the following may be required:

- Arranging appointment with the Office of Student Activities for special needs, i.e. security
- Activity Registration Form
- Chaperone Forms
- Engagement Agreement contracts for speakers/ talent
- Proper Insurance
- Floor plans
- Audio-Visual Request Forms
- Food
- Certificates of Liability if necessary



Fill out and get appropriate signatures. Your designated organization representative and faculty advisor should sign forms where indicated. Chaperone forms must be signed by the NCC full-time faculty member(s) or administrator(s) who have agreed to chaperone the event.

4. Return completed forms to the Technical Assistant in CCB Room 150 by the deadlines indicated.
5. Confirm with the Technical Assistant that everything is in order and that all necessary paperwork is done.
6. Events held in the evening or on the weekend, and major events, require the club and advisor to meet with the designated SPS faculty member of the Office of Student Activities at least 15 days prior to the event.

GUEST SPEAKERS

The college adheres to the American Association of University Professors statement, (Volume 50, Number 3, 1964, pp.254-257):

“Any person who is presented by a recognized student organization should be allowed to speak on a college or university campus. Institutional control of the use of campus facilities by student organizations should not be employed as a device to censor or prohibit controversial topics. The only controls which may be imposed are those required by orderly scheduling of the use of the space”.

Therefore, the following specifics are included in the policy:

1. In every case, the Activity Registration process must be completed if an organization wants to invite a speaker.
2. In the case of speakers invited to individual organizations, permission will be granted as long as no conflict in time and space exists.

IMPORTANT: Groups who confirm or make arrangements with speakers after they have registered a room for a meeting or other activity must inform the Office of Student Activities.



Speakers who receive a fee for their services must execute a contract signed by Demetrius Watkins, the designated FSA representative.

EVENT CANCELLATIONS

At times it becomes necessary to cancel a planned program/event. If for some reason your program will not occur as planned, you must inform the Technical Assistant that your event has been canceled.

When possible, the Student Activities Office requests a minimum of one week notice to properly undo any arrangements made for your group. Expenses and fees incurred as a result of not formally cancelling the event will be charged to your organization.

WHAT THE STUDENT ACTIVITIES OFFICE CAN DO TO HELP MAKE YOUR EVENT A SUCCESS

WHAT ABOUT FOOD?

The College Center has refrigerators, a food preparation area and an ice machine adjacent to the multipurpose room which may be available for group use. Use of this space must be requested and included on your Activity Registration form. There are local businesses that can provide paper goods, food, beverages, decorations, and catering. The Technical Assistant in charge of student club/organization events can assist you with a suggested list of vendors whom have worked previously for student club/organization events. Any food vendor you use for your event must provide the necessary insurance liability coverage.

WHAT TO DO AFTER THE EVENT

Your club is responsible for leaving all facilities clean and free of trash, decorations, etc. Trash must be bagged and floors must be left "broom-clean". An Event Clean-Up Kit containing brooms, trash bags and a mop will be made available. Housekeeping fees may apply.

REALLY PLANNING AHEAD

STUDENT ACTIVITIES MASTER CALENDAR

On an announced date in the spring of each year, student organizations are asked to participate in the selection of dates for MAJOR programs they are planning for the following academic year.

It is to a group's advantage to schedule MAJOR programs on the selected Master Calendar date because there is a greater selection of dates available at that time. It also encourages groups to plan their activities further in advance. Groups who hold "traditional activities" should also participate in this selection.

CHAPERONES

All clubs planning evening and weekend events must meet with the Coordinator and Technical Assistant from the OSA at least three weeks prior to the event.

Social programs such as dances, parties, dinners, and other large events, and certain meetings must be properly chaperoned. Chaperones agreeing to attend must sign the appropriate forms in advance of the program. Executive officers of the sponsoring organization shall be held responsible for the conduct of all person in attendance at social functions and for the maintenance of proper decorum. Social functions should provide an effective setting for developing rapport among members of the sponsoring group and among others attending. Chaperones attending these activities are asked to work with the sponsoring student group to see that these guidelines are observed.

1. Chaperones are needed in all college buildings at times when classes are NOT in session and when the Office of Student Activities is closed. If a building is not open for regular business chaperones are needed.
2. One chaperone for every 100 people is normal chaperone/ student ratio for on-campus events. This number may be adjusted depending on the nature of the event. The number of required chaperones will be determined by The Office of Student Activities.
3. Chaperones must be present at events 30 minutes prior to the start of the event, be present during the entire event, exercise whatever professional judgment and control is necessary to insure that student social behavior be commensurate with the nature of the events and represent the College and uphold its policies.





4. Signed chaperone forms must be received no less than five class days prior to the event.
5. Chaperones must be Nassau Community College fulltime faculty or administrators.
6. Chaperones must sign in and out at the Public Safety office before and after the event.
7. Chaperones will be responsible for enforcing the Student Code of Conduct and will report any violators via filling a Public Safety Report, and for bringing the infraction to the attention of a Public Safety officer.

SECURITY

Events open to the general public and some events limited to the college community may require use of professional security in addition to chaperones. Such events will need to be discussed with The Office of Student Activities. Please note that 2 weeks prior to the event, a meeting with Public Safety and The Office of Student Activities needs to be scheduled. If security is necessary, the sponsoring group will pay this expense (the club may request funding for security expenses from the Student Programming Board).



FREQUENTLY ASKED QUESTIONS

How do I start a student club/organization?

Before starting an organization, browse the Student Club and Organization Directory book to see if an organization already exists that might be similar to the one you want to organize. If so, contact the president and/ or advisor to discuss joining the organization. If no organization exists, you can start an organization by following the five simple steps:

1. Find a faculty member of the college who would like to serve as your club's advisor
2. Recruit 15 currently enrolled NCC students who are interested in joining your club and include their contact information on the 'Membership Roster Form' (available in CCB 150)
3. Fill out a 'Membership Form' listing your club's officers (President, Vice-President, Secretary and Treasurer)
4. Create the Constitution and Bylaws for your organization
5. Submit the documents as part of your registration to the SGA in CCB Rm. 341 for approval

*After your club is approved by the SGA, you must then fill out a K&K Insurance form at the FSA office (CCB Rm. 200) for insurance coverage.

How can I reserve space for meetings and/or events for my club/organization?

Meetings: most on-going classroom reservations for meetings are done by semester.

Events: The Technical Assistant in CCB Rm. 150 can assist you with checking room availability for events. An appointment is recommended.

How can my club/organization reserve a table in the G or CCB buildings?

Student clubs/ organizations may reserve tables in the G or CCB buildings by speaking with the Technical Assistant in CCB Rm. 150.

Does my advisor have to be a faculty member?

Club/organization advisors must be full-time faculty members or administrators at Nassau Community College. The advisor may not be away from NCC on sabbatical while serving as advisor to your group.

Do I need to register my club/organization each semester?

Yes! Because of turnover in officers, the Office of Student Activities requires clubs and organizations to register each academic semester by submitting a new Registration and Membership Roster form to CCB 150. These forms are generally due a few days following the Student Activities Fair. Forms are available at the Office of Student Activities in CCB 150, and also available online on the college website on the Student Activities and FSA pages.

Does my club/organization have a budget?

All clubs/ organizations can request a budget from the Student Government Association. For an up-to-date record of your club's current budget, visit the Faculty Student Association (FSA) CCB Rm. 200. To request funding, see the SGA Treasurer.

FYI: Your budget is a financial statement or estimated income and expenses for a given period of time. It is an aid in the organized planning of expenditures.

How can I go about using the funds in my club/organizations budget?

Every spring semester the Student Government Association requests proposed club budgets for the coming academic year, and develops an annual budget for all clubs and organizations. New clubs can request funding at anytime after being approved by SGA.

Guidelines have been set up by the Finance Committee to aid clubs in formulations a budget (see Appendix II). A club should use these guidelines to request funds in proportion to the number of members in the club and its level of activity. Thus, the amounts recommended for approval by the Student Government Association may not be as much as the maximum specified in these guidelines.

What is a Purchase Disbursement Order (P.D.O.)?

The PDO is used to obtain approval for expenditures of funds allocated to the club in its budget.

All Purchase Disbursement Orders must be submitted to the FSA Business Office and must be signed by the treasurer of the club and the club's faculty advisor. Each PDO must then be approved by the Student Government Association Treasurer and the Office of Student Activities. PDOs must be approved PRIOR to the time of the purchase.

Before planning your club event make certain that you have adequate funds available in your budget.

How can my club/organization get money for programs?

Each student club/ organization is given a monetary budget to use for club operations and event each academic year. If extra funding is needed, request it from the SGA Programming Board by filling out the 'Event Funding Proposal Form' for co-sponsorship. The SGA Programming Board meets weekly to consider club requests for extra funding/ co-sponsorships.

How do I know if I need to submit an Activity Registration form for my event/ program?

Any event or program which meets one or more of the following criteria must be identified by submitting an Activity Registration form to the Technical Assistant in CCB Rm. 150:

1. Any event held outdoors;
2. Any event that includes sales or fund-raising;
3. Any event that is held in a venue with a capacity of 25 or more people;
4. Any event that involves the consumption of food; or
5. Any event which may be considered unusual or potentially high-risk (i.e., controversial speakers).

If you are not sure if your event falls into the above categories, contact the Office of Student Activities at (516) 572-7148.

Can someone help me plan an event?

The Technical Assistant in the Office of Student Activities can assist you with all the necessary details of planning your event (i.e. themes, vendors, creative promotion/ publicity, food, audio visual requirements, decorations, etc.) Security arrangements are made with Demetrius Watkins in the Office of Student Activities.

How can I get a contract for a speaker or performer?

Speaker/ Performer contracts are available by meeting with Demetrius Watkins or a Technical Assistant from the Student Activities Office. In most cases, if your organization receives funding from the FSA you will be required to complete an 'Engagement Agreement Contract' prior to receiving the funds and prior to advertising the event.

Where can I find a list of Nassau Community College policies and procedures?

Some policies and procedures for clubs and organizations can be found in this Manual. Collegewide policies and procedures can be found in the college catalog, Student Code of Conduct or college website.

Can my group have office space or mailboxes on campus?

The College Center Building (CCB) and College Union/ Game Room (Building U) allocate a limited number of offices to long-standing student clubs/ organizations. For more information about office space, consult with The Office of Student Activities in CCB Rm.150. Mailboxes are available to all student clubs/organizations in the Student Activities Office (CCB Rm. 150).

Does my club or organization have insurance?

If your club or organization is a recognized and active club, you are covered by the Faculty Student Association insurance company as long as you meet and adhere to the rules and regulations of the policy. New student clubs that are recently approved by the SGA must submit an insurance form to FSA to be approved and covered under the insurance policy. Field trips or any other off-campus excursions will only be covered through the insurance company if the FSA Board approval is received once the proper paperwork has been submitted in advance. If you have specific questions about insurance for your club, contact the Faculty Student Association at (516) 572-7143 or refer to Appendix 2 of this book.

Where can I get an International I.D. card?

Students interested in purchasing an International I.D. card can do so at www.myisic.com for a small fee.

APPENDIX 1

NASSAU COMMUNITY COLLEGE STUDENT CODE OF CONDUCT (EXCERPTS)

The entire Student Code of Conduct is available on line at ww.ncc.edu and at the Student Activities Office (CCB 150), and the Dean of Students Office (CCB third floor).

Student Rights and Responsibilities

Students at Nassau Community College assume an obligation to conduct themselves in a manner compatible with the function of the College as an educational institution. Each student should be familiar with the College Catalog, which contains all rules and regulations of the College and is a binding contract with the student. By enrolling at the College, students agree to abide by the Rules and Regulations of the Student Code of Conduct developed in part by the students of the institution and endorsed by the Academic Senate, the College administration, and the Board of Trustees.

Statement of Policy

As an educational institution of higher education, Nassau Community College seeks to provide the best educational environment for its students, faculty, and staff. It is mindful that academic freedom is an essential element of academic life.

To carry out its goal the college requires each student to obey the rules and regulations established by the College set forth herein, and all local, state, and federal laws. The College will not tolerate deliberate disruptive words, actions, violence or physical interference with the rights of any member of our College community or with any of the facilities of the college, or with any authorized functions being carried out on the College campus or at any college sponsored event.

Therefore, in furthering the educational aims of the College and in compliance with the provisions of Article 129-A of the Educational Law of the State of New York, the following rules and regulations concerning conduct on the College campus or at any college sponsored event, the use of College property, the means of enforcement, and penalties for any violations thereof are hereby established.

Nothing contained herein shall be construed to limit or restrict freedom of speech or of peaceful assembly.

Section I

The Student Code of Conduct as set forth below applies specifically to student behavior. Student rights are basic to the freedom to learn and must be based on mutual respect and responsibility. In addition, when a student enrolls at Nassau College, he/she agrees to abide by all College regulations. Therefore, violations of any section of the Code of Conduct shall result in appropriate disciplinary action.

A. Physical Violence. Acts of physical violence will not be tolerated. A student who initiates physical violence against any member of the College community will face the harshest of penalties, including the likelihood of expulsion from the College.

- B. Criminal violations. A student who is convicted of violating a criminal law may be subject to summary suspension or expulsion from the College.
- C. Maintenance of Public Order. The President of the college or his/her representative shall have the authority and responsibility to take whatever steps are necessary to carry out the mandate of the following rules and regulations in the interest and for the welfare of the College community and of the citizens of the County of Nassau. Violations of the following regulations, whether such violations are carried out individually or in concert, are extremely serious in nature. Such violations will constitute cause for immediate suspension and/ or ejection from the campus and may also subject the violator to whatever penalties may be imposed by appropriate college and/ or civil authorities. These violations may include:
1. Unauthorized occupation of College facilities or interference with their lawful use.
 2. Any act or threat that endangers any individual or that results in terrorizing or committing bodily harm or injury to anyone on campus or at any college function.
 3. Any act resulting in damage to College property or facilities or to the property of students or staff. Any act which results in disruption of College activities. This could include inciting others to riot, interfering with the right of any member of the College community to perform his or her duties, and preventing a student from attending any class in which he/she is enrolled.
 4. The possession or use of firearms of any nature, dangerous weapons, fireworks, or explosives on the campus.
 5. The illegal possession, use, or exchange of any illicit drug.
 6. The refusal to obey directives or orders of College personnel to cease and desist from any of the above acts.
- D. Infractions of the Code of Conduct.
- Infractions of the Code of Conduct shall include, but are not limited to, the following:
1. Infringing upon the rights of other members of the College community via stalking.
 2. Infringing upon the rights of other members of the College community via physical assault or abuse.
 3. Infringing upon the rights of other members of the College community via verbal assault or abuse.
 4. Infringing upon the rights of other members of the College community via written assault or abuse.
 5. The possession or use of weapons of any nature, including instruments intended to be used to inflict harm, fireworks or explosions on the campus, in class, or at any College function.
 6. Unauthorized or illegal use of College computers.
 7. Disruptive conduct in the classroom that interferes with instruction.
 8. Disorderly, lewd, indecent, or obscene conduct or expression.
 9. Any act of whatsoever nature that interferes with normal operation of the College or which adversely affects the student's suitability as a member of the College community.
 10. Failure to comply with directions of College personnel acting in the performance of their duties, for example, failure to show proper I.D. to requesting College personnel acting in the performance of their duties.
 11. Theft of, or damage to College or personal property belonging to any member of the College community.
 12. Unauthorized possession, use, and/ or sale of alcoholic beverages, narcotics, or drugs.
 13. Gambling in any form.
 14. Plagiarism, cheating, or any form of academic dishonesty.



15. Submitting a false application or other information to the College, and the forgery, alteration, or intentional misuse of College documents, records or identification.
16. Violation of College policies concerning regulation of student clubs or organizations.
17. Unauthorized use of a vehicle on the College campus.
18. Failure to adhere to campus traffic regulations.
19. Violation of County Ordinance 238-1984 Section 4, Subsection e, as amended by Ordinance 152-1993. (Advertising and Handbills. No person will distribute, display or post or cause to be distributed, displayed or posted, any sign, banner, poster or advertisement of commercial nature except as authorized by the appropriate designated County official or unless distributed, displayed or posted at such locations designated by the facility for such purpose.)

APPENDIX 2

NASSAU COMMUNITY COLLEGE AFFIRMATIVE ACTION POLICIES THAT APPLY TO CLUBS AND ORGANIZATIONS

In keeping with our basic philosophy and certain existing laws and regulations, Nassau Community College has, in addition to its legal responsibility, a moral commitment to the protection of the human and civil rights of all NCC employees and students.

SEXUAL VIOLENCE AND SEXUAL HARASSMENT

Sexual Harassment, like other forms of harassment on the basis of color, race, religion, gender, national origin, and disability, is recognized by County, State and Federal laws and Title IX regulations to be against the law. Nassau Community College prohibits all forms of sexual misconduct. This broad term includes, but is not limited to, acts of sexual harassment, sexual violence, sexual coercion, sexual threats or intimidations, domestic violence, dating violence, sexual assault, stalking, and cyber-stalking. The State University of New York and Nassau Community College are committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in College-wide and campus programs, activities, and employment.

Options for Confidentially Disclosing Sexual Violence—The State University of New York and Nassau Community College want you to get the information and support you need regardless of whether you would like to move forward with a report of sexual violence to campus officials or to police. You may want to talk with someone about something you observed or experienced, even if you are not sure that the behavior constitutes sexual violence. A conversation where questions can be answered is far superior to keeping something to yourself. Certain College employees can offer you confidentiality, but even College employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible.

Policy for Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases—The health and safety of every student at the State University of New York and its State-operated and community colleges is of utmost importance. Nassau Community College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault, occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to College officials or law enforcement will not be subject to the College's Code of Conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

Definition of Affirmative Consent—Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent may be initially given but withdrawn at any time. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm. When consent is withdrawn or can no longer be given, sexual activity must stop.

BIAS, DISCRIMINATION, AND HARASSMENT

The goals, vision, and type of environment that Nassau Community College is attempting to create embody a broadly diversified institution committed to recognizing diversity and pluralism of values and beliefs on campus. The College condemns bias and all other acts of hatred and violence. Discrimination/harassment on the basis of race, color, national origin, disability, age, sex, or sexual orientation (see below) denies students the right to an education free of discrimination, and employees the right to a work place free of discrimination. The College is responsible for providing a nondiscriminatory environment that is conducive to learning.

DISABILITIES

Section 504 of the federal Rehabilitation Act of 1973 states that: “No otherwise qualified handicapped individual ... shall, solely by reason of handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

This law obligates the College to make certain accommodations to provide qualified handicapped (disabled) persons with opportunities equal to those enjoyed by qualified non-handicapped persons. Section 504 further states “Modifications as are necessary are designed to insure that academic requirements will not be discriminatory and will not effectively exclude the disabled person from completion of the program because of a lack of accommodations.” As a recipient of federal assistance, Nassau Community College complies with the requirements of Section 504.

For more information about these policies, including procedures for filing complaints, go to www.ncc.edu (the NCC home page) and click on AAO or Title IX, or contact

Theresa C. Aydelott
Interim Assistant VP of
Equity, Inclusion and Affirmative Action
516-572-7121 OFFICE--TOWER 818

SAMPLE FORMS

All these forms are available in the CCB 150, the Office of Student Activities Office.
Ask for them at the Front Desk.

- Registration Form for Student Organizations
- Membership Roster
- Activity Registration (Room Request)
- Purchase Disbursement Order (PDO)
- Transfer Request Form
- Purchase Approval Form
- Field Trip Request Form
- Conference Request Form
- Fundraiser Request Form
- SGA Budget Request for Clubs/Student Organizations
- SGA Supplemental Budget Request for Clubs/Student Organizations
- NCC Programming Board Co-Sponsored Event Proposal Form
- Expectations of Club Faculty Advisors Form
- Certificate of Liability Insurance
- Security Arrangements for Student Events

Registration Form for Student Organizations

**Nassau Community College
REGISTRATION FORM FOR STUDENT ORGANIZATIONS
Office of Student Activities
Academic/Student Services**

PLEASE PRINT OR TYPE

Semester

____ Fall 20 ____
____ Spring 20 ____
____ Update 20 ____

Today's Date _____

Name of Organization _____

Faculty Advisor _____ Department _____

Co-Advisor _____ Department _____

Advisor's Phone (on campus) _____ Advisor's E-mail _____

Number of Active Members _____ Meeting Place _____ Day & Time _____

OFFICERS

President _____
Name Phone NCC I.D. #

Address Town Zip

Vice Pres. _____
Name Phone NCC I.D. #

Address Town Zip

Secretary _____
Name Phone NCC I.D. #

Address Town Zip

Treasurer _____
Name Phone NCC I.D. #

Address Town Zip

Note: Attach completed membership roster. This roster will be held in Confidence.
All organizations must abide by the regulations of the Student Government Association and the
Office of Student Activities.
If there are any changes, this roster must be updated accordingly.

RETURN TO ROOM 150 IN THE COLLEGE CENTER

ACTIVITY REGISTRATION Office of Student Activities - Student Personnel Services/Academic Student Services

Name of Student Club/Organization: _____
 Name of Co-sponsoring Student Club/Organization: _____
 Day & Date of Event: _____
 Title of Event: _____
 Actual Start Time of Event: _____
 Actual End Time of Event: _____
 Will refreshments be served? Yes No Name of Caterer/Food Service: _____

FACILITY REQUESTED (Location)

College Center Building

- | | | |
|--|---|--|
| <input type="checkbox"/> Multipurpose Room | <input type="checkbox"/> Dressing Room 171 | <input type="checkbox"/> CCB 160 (Pantry) |
| <input type="checkbox"/> Upper Atrium | <input type="checkbox"/> Dressing Room 173 | <input type="checkbox"/> Other CCB Facility: |
| <input type="checkbox"/> CCB 251 | <input type="checkbox"/> Lower Atrium | |
| <input type="checkbox"/> CCB 252-253 | <input type="checkbox"/> TopFlight Food Court | |
| <input type="checkbox"/> CCB 254 | <input type="checkbox"/> CCB 210 | |

Outdoor Area(s)

- | | | |
|--------------------------------------|------------------------------------|--|
| <input type="checkbox"/> Quad | <input type="checkbox"/> Mini-Quad | <input type="checkbox"/> TopFlight Courtyard |
| <input type="checkbox"/> Lower Plaza | <input type="checkbox"/> Plaza | <input type="checkbox"/> Other Outside Area: |

Other Locations(s)

- | | | |
|-------------------------------------|--|--|
| <input type="checkbox"/> Tower 11 | <input type="checkbox"/> BLDG P - Room _____ | <input type="checkbox"/> College Union |
| <input type="checkbox"/> PE Complex | | |

SETUP/TYPE OF EVENT

- | | | |
|---|--|--|
| <input type="checkbox"/> Meeting | <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Party/Social/Dance |
| <input type="checkbox"/> Reception | <input type="checkbox"/> Performance/Concert | <input type="checkbox"/> Table: Informational/Sale |
| <input type="checkbox"/> Orientation | <input type="checkbox"/> Film/Video | <input type="checkbox"/> Conference/Workshop |
| <input type="checkbox"/> Speaker/Lecture/Film | <input type="checkbox"/> Rally | |

Name of Speaker/Artist: _____

EQUIP & AV

- | | | |
|---|--|---------------------------------|
| <input type="checkbox"/> Stage | <input type="checkbox"/> Chairs | <input type="checkbox"/> Podium |
| <input type="checkbox"/> Trashcans | <input type="checkbox"/> Tension Barriers (line control) | <input type="checkbox"/> Stools |
| <input type="checkbox"/> Tables: | | |
| <input type="checkbox"/> # of Oblong: _____ # of seats per table: _____ | | |
| <input type="checkbox"/> # of Round: _____ # of seats per table: _____ | | |

A/V REQUEST

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> PA System w/microphone | <input type="checkbox"/> Projector/Screen | <input type="checkbox"/> VCR/DVD |
| <input type="checkbox"/> Lighting - Description below | <input type="checkbox"/> CD Player | <input type="checkbox"/> Laptop |
| <input type="checkbox"/> TV | <input type="checkbox"/> iPod adaptor | <input type="checkbox"/> AV - Taping |

(Other Needs)

EVENT ATTENDANCE

Number of people expected to attend event: _____

- Club/Organization Members ONLY
- Any NCC students
- NCC Faculty/Staff/Administration
- Outside Guests**

{NOTE: **Requires an exception to college policy. You must speak with Demetrius Watkins to have this approved. Approval for outside guests will be denied unless requested 3 weeks prior to the event. Student programs/events are generally open to NCC students only.}

EVENT CONTRACTS (Copies of all signed contracts must be received at least 15 working days before your event.)

Are there any contracts involved with regard to food, entertainment, equipment, etc.? (Select one) Yes** No

**PLEASE NOTE: ALL contractors must be signed by Demetrius Watkins, Student Activities. Students and faculty advisors are not authorized to do so.

EVENT INSURANCE (Must be received at least 15 working days before your event.)

REGARDING PERFORMERS, INDIVIDUALS, CATERERS OR COMPANIES PROVIDING SERVICES FOR YOUR UPCOMING EVENT the college requires that the following be provided before your room request will be considered complete (sample certificate available upon request:

- General liability insurance, \$2 million dollar
- Certificate of Insurance naming "Nassau Community College, AND Faculty Student Association, Inc." as the additional insured 'Certificate Holder' for the date of your event.

EVENT SECURITY & CHAPERONES (Approved event security arrangements and chaperone forms must be submitted 10 working days prior to event. Your event should not be advertised until these arrangements are completed.)

EVENT SECURITY

Events open to the general public, and some events open only to the college community, may, in addition to chaperones, require the use of professional security to ensure safety. If professional security is necessary, these events must be discussed with Demetrius Watkins Student Activities, **at least 3 weeks in advance.**

CHAPERONES

- Chaperones are needed in all college buildings at times when classes are NOT in session, and when the Office of Student Activities is closed.
- If a building is not open for regular business, chaperones are required.
- **One chaperone is required for every 100 people in attendance.**
- Chaperones must be Nassau Community College faculty or administration.

The Following signatures MUST be obtained before submitting this form to Demetrius Watkins

Student Activities: The sponsor of the event described in this request has made him/herself aware of and agrees to abide by all College rules pertinent to the event, and will assume responsibility for expenses incurred with regard to the event.

Signature of Club/Organization President/phone # Date

Signature of Club/Organization Advisor/phone # Date

DO NOT WRITE BELOW THIS LINE

Reviewed: _____
Date

Approved: **Demetrius Watkins, Student Activities** _____
Date

PURCHASE DISBURSEMENT ORDER

FACULTY STUDENT ASSOCIATION

Nassau Community College
Garden City, New York 11530

Reference NO. _____

This number must appear on all correspondence.

VENDOR		BUDGET DATA	
Attention Vender N.Y.S. Tax Exempt Number EX148239		Activity CHARGE TO: Accounting Society	Account # 4700
JIM'S DELI			Balance \$ 200.00
			Disbursement 150.00
			Balance \$ 50.00

FSA will NOT pay or reimburse N.Y.S. Sales Tax.

QUAN.	DESCRIPTION	UNIT PRICE	TOTAL
	Refreshments For 10-11-05 Social		
	Sandwiches, salads, paper goods, cookies		\$ 100.00
	Beverages		50.00
	(Receipts Are Required)		\$ 150.00

We hereby certify that the above expenditures are legitimate and necessary for the operation of Student Organizations and Activities and are made within the budgetary limitation.

Approvals: Sirney Green Date 10-3-05 Bob Bunker Date 10-3-05
(Activity Representative) (Faculty Representative)

FSA USE ONLY: Verification

Budget Data:
Classification _____
Contents _____
Math _____
Balance _____

Receipts:
Amount _____
Contents _____
Dates _____
Tax Pd. _____
Tax Deducted _____

FSA Approvals:

(Association Representative)

(SGA Treasurer)

PAID	
Date:	_____
Check #	_____
By	_____

KEY
White — Activity Copy
Pink — File Copy
Canary — FSA Copy
Goldenrod — Vendors Copy

Approvals above indicates only that the purpose of the fiscal commitment is in compliance with the provisions of the FSA Board of Director's policy governing student activity fees, and the commitment does not constitute a fiscal obligation for Nassau County or the State of New York.

TRANSFER REQUEST FORM

TRANSFER # _____

FACULTY STUDENT ASSOCIATION

Nassau Community College
Garden City, New York 11530

APPROVALS	
Finance Com.: _____	Date _____
Exec. Bd.: _____	Date _____
Senate: _____	Date _____
FSA: _____	Date _____

To: **SGA** Treasurer

Date: _____

From: _____

Ext. _____

Subject: Transfer of Funds

Please transfer the following funds within the _____ budget
(Activity Name)

FROM			TO		
Account Name	Account #	Amount	Account Name	Account #	Transferred Amount Only

Statement of reasons for the above transfer(s) is **MANDATORY**. Use back if necessary. Thank you.

Activity Treasurer

Faculty Advisor
Office Ext. _____
Dept. Ext. _____



Purchase Approval Form

Please attach an invoice of the item being purchased to the forms and submit to the Faculty Student Association

Date: _____

Club Name: _____ Phone Number: _____

Advisor Name: _____ Contact Number: _____

Cost of Item(s): \$ _____ Location/Storage of item(s): _____

Please provide a brief description of the item of furniture, equipment, or electronic(s)/technology exceeding \$250 that your club is requesting to purchase; also be sure to include the reason be sure to include the reason for the purchase of this item:

Description: _____

Reason: _____

Student Government Association Approval: _____ Date: _____

Faculty Student Association Approval: _____ Date: _____

Field Trip Request Form

RETURN THIS FORM TO THE FSA OFFICE, CCB ROOM 200

STUDENT GOVERNMENT ASSOCIATION
FIELD TRIP REQUEST FORM

MUST SUBMIT 4 - 6 WEEKS AHEAD FOR APPROVAL

IMPORTANT - Faculty advisor and group leader read the attached FSA Field Trip and Transportation Policies before filling out request form.

PRINT LEGIBLY

Name of Club/Organization _____

Destination _____

Address of Destination _____

Date & Time of Departure from College _____

Date & Time of Return to College Campus _____

#Freshmen _____ #Sophomores _____ #Faculty _____ Total _____

Required: Department & Names of Faculty _____

Miscellaneous Expense (Explain) _____

Travel - see note Estimated Cost _____

Total Cost _____

NOTE: FOR ESTIMATED COST OF A CHARTERED VEHICLE - CALL THE FSA BUSINESS MANAGER AT 2-7143.

How many field trips so far this academic year? _____

Explain the benefits to be gained for the individual, organization or College from attending this field trip? _____

Signature, Club Officer

Signature, Faculty Advisor

Date submitted to SGA

Approved by SGA Finance Committee - YES _____ NO _____ DATE _____

If no faculty members are attending, this form must be submitted to Demetrius Watkins, Office of Student Activities, by the SGA Treasurer before the trip is proposed to the Student Senate.

Conference Request Form

RETURN THIS FORM TO THE FSA OFFICE, CCB ROOM 200

Student Government Association
CONFERENCE REQUEST FORM

IMPORTANT: Faculty Advisor and Group leader *read* the attached FSA conference and transportation policies before filling out request form!

MUST SUBMIT 4 - 6 WEEKS AHEAD FOR APPROVAL

Club/Organization: _____
How many conferences this year: _____

Name & Address of Conference:

Dates of Conference: _____

Date & Time of departure: _____

Date & Time of arrival: _____

#Freshmen: _____

#Sophomores: _____

Names of Faculty Advisors Attending: _____

Registration Fee per person: _____

Sub-total: _____

#Rooms	Cost/night	Sub-total
Single: <input checked="" type="checkbox"/>	_____	= _____
Double: <input checked="" type="checkbox"/>	_____	= _____
Triple: <input checked="" type="checkbox"/>	_____	= _____
Other: <input checked="" type="checkbox"/>	_____	= _____
	Sub-total:	_____

MEALS (Make sure to check the policy)

#People	Cost of meal/day	Sub-total
Day 1: <input checked="" type="checkbox"/>	_____	= _____
Day 2: <input checked="" type="checkbox"/>	_____	= _____
Day 3: <input checked="" type="checkbox"/>	_____	= _____
Day 4: <input checked="" type="checkbox"/>	_____	= _____
	Sub-total:	_____

TRANSPORTATION

Type of transportation: _____

Bus Driver's Lodging: _____

Gas: _____ Tolls: _____

Sub-total: _____

Miscellaneous expenses (explain):

GRAND TOTAL: \$ _____

HOTEL & LODGING

Name & Address of Hotel: _____

Phone #: _____

*FOR ESTIMATED COST OF A CHARTER VEHICLE CALL THE FSA BUSINESS MANAGER AT 572-7143.

ATTACH THE FOLLOWING:

- An explanation of the benefits to be gained by the individual, organization and college from attending this conference.

- A roster of the attending students including social security numbers.

- A copy of the conference agenda.

Signature, club officer

Print name of Faculty Advisor

Signature, Faculty Advisor Cell # of Advisor

Date submitted to SGA Phone # or extension

*MAKE SURE YOU COMPLETE THE ATTACHED CONFERENCE EVALUATION FORM AND SUBMIT IT TO THE SGA TREASURER TWO WEEKS AFTER THE CONFERENCE.

Notes:

Finance committee approved: _____
Student Government approved: _____
FSA Committee approved: _____
Student Activities approved (submitted only if no faculty members are attending): _____

FUNDRAISER REQUEST FORM

Date Submitted to Treasurer: _____

Name of Club/Organization: _____

Faculty Advisor of Club: _____ Phone #: _____

Purpose/Description:

Items Being Sold:

Date & Time of Fundraiser: _____

Where will the fundraiser take place: _____

(Note: Submission of this form does not in any way grant a club the use of a table on your desired date/time/location for sales. *If your fundraiser request is approved you must also fill out an "Activity Registration Form" with the Office of Student Activities to reserve the use of a table. There is a 10 business day cutoff on requesting tables for sales so please submit your fundraiser request form with sufficient lead time.)*

Amount used: _____

Amount expected to be raised: _____

Person responsible for Fundraising: _____

Print name

Sign name

Faculty Advisor's signature: _____

It is the responsibility of the faculty advisor to insure the proper collection of and accounting for financial money. The faculty advisor and at least one other person should together count the money, put it in an envelope(s) with the amount - club name - date - written on it, and sign the envelope. The envelopes should be deposited in the safe in CCB 150 (Public Safety can open Room 150 for you) or in the FSA office directly if it is open.

If the faculty advisor will not be present at an evening or weekend event, it is her/his responsibility to tell the chaperone and club officers about the above procedure.

(Continued on reverse side)

FUNDRAISING:

- (A) Permission must be requested from the Student Finance Committee to run a function that requires the receipt of monies or non-monetary items. This can be done by submitting a fundraising request form available in the SGA office, at least two (2) weeks prior to the event. Unauthorized fundraising may result in a frozen budget.
- (B) All organizations must give approximate time and location of function.
All purchases for fundraising must be approved in advance by SGA/FSA. This is done by submitting a PDO.
- (D) Monies collected each day will be placed in an envelope stating the name of the person, club and amount collected and turned into the FSA office, CCB Room 200. If the FSA office is closed, deposit monies in the FSA safe located in CCB Room 150.
- (E) SGA reserves the right to limit the number of fundraising activities occurring at one time.
- (F) Members of an organization shall not be under obligation to participate in any fundraising function of that particular organization.
- (G) There will be no soliciting at regular scheduled campus activities without expressed permission of the sponsoring organization.
- (H) All organizations must specify the amount of prices of all articles to be sold and the anticipated net profits. Return any unsold articles to SGA (for example, raffle tickets, admission tickets).
- (I) All organizations must have their advisor's permission to run a fundraiser.
- (J) If funds raised are to be used as a scholarship or charity donation, the expenses of the function must be deducted first before you can determine the amount to be given.
- (K) Money obtained from fundraisers can be used in any line item, e.g., a fundraiser will make it possible for a club to use over 40% of the total budget for refreshments.
- (L) If monies obtained from fundraisers are donated to a charity, the Charity must be a recognized 501c(3) non-profit organization registered by the US Treasury as an IRS Federally approved charity or by the NYS Department of Law, Charities Bureau Registration Unit. (9/11)

Finance Committee approval: _____
Student Government Association approval: _____
FSA Committee approval: _____



Student Government Association | CCB 341 | studentgovernmentassoc@ncc.edu

Budget Request for Clubs/Student Organizations

Please provide the following identifying information about your student organization (1-4), followed by the amount and reasons for your request (5-7), and have your club's president and advisor sign and date at the bottom.

1. Club requesting funds: _____

2. Contact name: _____

NCC Email: _____ Phone: _____

3. Club Advisor: _____

Email: _____ Phone: _____

4. Club meeting place: _____

5. Amount requested: _____

6. Intended use(s): _____

7. Have you previously submitted a budget request for this club? ___ **Yes** ___ **No**

If not, why? _____

Club President Signature X _____

Date: _____

Club Advisor Signature X _____

Date: _____



Student Government Association | CCB 341 | studentgovernmentassoc@ncc.edu

Supplemental Budget Request for Clubs/Student Organizations

Please provide the following identifying information about your student organization (1-4), followed by the amount and reasons for your request for additional funding (5-7), and have your club's president and advisor sign and date at the bottom.

1. Club requesting funds: _____

2. Contact name: _____

NCC Email: _____ Phone: _____

3. Club Advisor: _____

Email: _____ Phone: _____

4. Club meeting place: _____

5. Amount requested: _____

6. How has your current budget been used? _____

7. What will the additional funds be used for? _____

Club President Signature X _____

Date: _____

Club Advisor Signature X _____

Date: _____



Co-Sponsorship Information

2023

Do you need help planning an event for your club? The Programming Board is here to help you!

- 1) Get a Co-Sponsorship Form. These forms are located in CB 150 (Student Activities Office) or CB 343 (Programming Board Office)
- 2) Fill out the form, giving as much information as possible for your event.
- 3) Hand it in! You can drop the form off to in CCB 150 (Student Activities Office) or CCB 343 (Programming Board Office)

The Programming Board's Executive Board reviews forms on a weekly basis. Three to five business days after the form is received, you will be contacted via email or phone to attend a meeting with the Programming Board to discuss your request.

If you have any questions or concerns, please contact:

Demetrius Watkins

Demetrius.Watkins@ncc.edu



Programming Board
Co-Sponsored Event Proposal Form

1. Advanced planning is critical to the success of any event. Therefore, all proposals must be submitted at least 3 weeks in advance of the proposed event. The Programming Board reserves the right to require additional planning time, if it is necessary, in order to promote a well-organized event.
2. Proposals must be submitted to and discussed with the Programming Board Executive Board and the Programming Board Club Advisor (Demetrius Watkins) prior to approval.
3. Fill out the below form accurately and completely. Submit the completed and any documentation to CCB 343 (Programming Board Office) or CCB 150 (Student Activities Office)
4. Keep in mind that all events co-sponsored by the Programming Board are free and open to all NCC students.

RECEIPTS MUST ALWAYS BE SUBMITTED TO COVER EXPENDITURES. If a club fails to turn in a receipt, the club budget will be frozen until the appropriate receipt is submitted.

Date Received: _____ Programming Board Initial: _____

Today's Date: _____

Name of Club: _____ Advisor: _____

Person in Charge of Event: _____ Email: _____

Name of Event: _____ Date of Event: _____

Event Location: _____ Start Time: _____ End Time: _____

Anticipated amount of Participants: _____ Is this an Annual Event (Have you held this before?) _____

Description of Event (Be specific):

Type of Entertainment:

Will you charge for refreshments or admissions _____ Amounts: \$ _____

How are you planning on advertising this event? _____

Cost Worksheet:

Item	Club Contribution	Funds Requested	Funds Approved
Entertainment			
Speaker			
Refreshments			
Decorations/Paper Goods			
Promotion/Printing			
Security			
Other:			
Item Total			

Total amount requesting: _____

Note: Recipients or invoices must be attached to PDO. To ensure that you receive your check in time for your event, PDOs must be submitted at least 3 weeks prior to the events.

Programming Board Club President/ VP Signature: _____ Date: _____

Programming Board Club Advisor Signature: _____ Date: _____

For Programming Board Use Only:

_____ Co-Sponsorship was Approved

_____ Co-Sponsorship was Denied

Reason for Co-Sponsorship Denial:

Programming Board President/ VP Signature: _____ Date: _____

Programming Board Club Advisor Signature: _____ Date: _____

Notification:

Club requesting Co-Sponsorship was notified of the decision on _____

Who notified the requesting club (Programming Board)? _____

Expectations of Club Faculty Advisors Form

Office of Student Activities
Student Personnel Services, Nassau Community College
College Center Building - Room 150
516-572-7148

Expectations of Club Faculty Advisors

The role of the faculty member serving as an advisor to a student club is a most vital one. The advisor is in a position to work more closely and directly with a student club than any other faculty member. An advisor offers an informed point of view and an impartial perspective, on issues of concern for the club. The advisor assists the club in reaching its stated goals, and should be familiar with the organization's constitution, the policies and procedures of Nassau Community College and the Faculty Student Association, Inc., and the activities and membership of the organization.

Faculty Advisors are expected to:

- Exercise professional judgment in representing the college and its policies, the Faculty Student Association (FSA) and its policies, and in maximizing student learning.
- Attend club activities and meetings whenever possible.
- Actively work with the students in the planning and supervision of their events and activities.
- Be familiar with the club constitution.
- Attend various required meetings including but not limited to the Faculty Advisor's workshop, etc.
- Monitor activities and events for liability and risk management implications.
- Provide necessary guidance and supervision.
- Be familiar with all college and FSA policies, rules, regulations, and procedures.
- Assist students in following the financial and budgeting processes of the FSA.
- Sign approvals of Purchase Disbursement Orders, Activity Registration forms, and other organization business and correspondence. (The faculty member advising a student organization has the right to sign or not sign a Purchase Disbursement Order. If there is a disagreement between the faculty advisor and the club/student organization, an appeal may be made to the Office of Student Activities where a member will attempt to arbitrate the dispute.)
- Promote student development and leadership.
- Be respectful of all members of the club.
- Respect student autonomy in running the club.
- Be patient with the growth and developmental process of students.
- Assist students in helping resolve any conflicts that arise within the club
- Assist students in making ethical decisions/behaving ethically, and model such behavior themselves.
- Uphold the principles in the "Statement of Professional Ethics for Nassau Community College" as stated in the Academic Senate bylaws.
- Seek help from the appropriate college resources when necessary.

Appointment of Volunteer Faculty Advisors for Clubs

"The advisor of each student organization should be appointed by the Executive Board of that student organization for one year term renewable at the option of the student organization executive board. This executive board will meet annually to make this determination. Further, the term 'student organization' will be constructed to mean any student organization functioning with the services of a volunteer advisor. It should be further understood that the faculty member who elects to advise a student organization does not necessarily have to be in agreement with the goals and aims of that organization."
- Academic Senate Student Activities Committee, as passed by the Faculty Senate, June 8, 1972

The intent of this motion is to permit advisors to retire gracefully, and to also avoid embarrassing confrontations between student groups and their advisors.

I have read and understand the above guidelines:

Print Name

Club/Organization

Sign Name

Academic Department and Telephone Ext.

Date

Date Effective: 8/10



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/07/2016

PRODUCER 1st Main Street Insurance Services, Inc. Maddux PO Box 1298 Grass Valley, CA 95945 Phone: (530) 477-6521 Email: info@theeventhelper.com	THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Spice Gourmet Catering Sandy Pierre-Jean 67 Johnson St Amityville, NY 11701	INSURER A: Evanston Insurance Company	35378
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADDL	TR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	Y			GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> Retail Liquor Liability	3DS5450-M1721165 3DS5450-M1721165	12/15/2016 12/15/2016	12/16/2016 12/16/2016	EACH OCCURRENCE <small>INCLUDES BODILY INJURY & PROPERTY DAMAGE</small> \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 1,000,000 DEDUCTIBLE \$ 1,000
				AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
				GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
				EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
				WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below <input type="checkbox"/> OTHER				WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

SAMPLE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate holder listed below is named as additional insured per attached CG 20 26 07 04.
 Attendance: 100, Event Type: Caterer.

CERTIFICATE HOLDER

Nassau Community College
 Faculty Student Association of NCC, Inc
 Haitian Student Organization
 1 Education Dr
 Garden City, NY 11530

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Will Maddux

SECURITY ARRANGEMENTS FOR STUDENT EVENTS

Student Group: _____

Date: _____

The Office of Student Activities has made recommendations to the Director of Public Safety regarding security needs for your event. (See the "Event Security Information" form that was filled out by Phyllis Kurland.) This recommendation includes the hiring of private security guards as a supplement to the campus public safety officers who will be assigned.

IT IS YOUR CLUB FACULTY ADVISOR'S RESPONSIBILITY TO MAKE ARRANGEMENTS FOR THE PRIVATE SECURITY GUARDS. These guards must be present at least a ½ hour before and after the event ends.

The following information must be provided – in writing – to the NCC Director of Public Safety no later than three working days prior to your event:

1. Copy of agency watchguard license and insurance bond.
2. NAME & INDIVIDUAL LICENSE NUMBER FOR EACH SECURITY GUARD.

IF THIS INFORMATION IS NOT RECEIVED BY THE PUBLIC SAFETY OFFICE BY THAT DEADLINE, YOUR PROGRAM WILL BE CANCELLED.

Worksheet (for use by faculty advisor in making security arrangement):

Things to tell the agency:

- That you are from Nassau Community College
- Name of your group _____
- Name of group contact person _____
- Day & Date of Event _____
- Beginning & End time of event _____
- Location of Event _____
- # of guests to expect _____
- # of guards required _____
- the Director of Public Safety must receive all agency information by _____
- and their Fax # is (516) 572-7494

Things to ask:

- the name of the person you have made these arrangement with _____
- what is the cost of the event _____
- what is needed to confirm this date _____

Below is the designated security agency that is to be used for student events: **ask for John Kalle**

Doyle Security Services

108 S. Franklin Avenue

Valley Stream, NY 11580

Phone: John Kalle Office # (516) 362- 3676

Fax # (516) 362-3667

John Kalle cell # (917) 391-6329

Email: jkalle@dss-securitysolutions.com

Revised: 10/23/17

NOTES



OFFICE OF STUDENT ACTIVITIES

NASSAU
COMMUNITY
COLLEGE