Clubs and Organization Guide

Categories of Clubs and Organizations: Below is a system to help identify the purpose/goal of each club/organization.

- Academic: groups associated with a particular major or subject area, membership is by invitation only.
- Activity: variety of groups assembled to pursue a particular interest.
- Admissions: groups assembled for the purpose of assisting the Admissions department with recruiting and welcoming new students to Union College.
- Curriculum: groups associated with a specific department, major, or subject area, membership is open to all those interested.
- Religious/Spiritual: groups affiliate with a particular belief system or denomination.
- Service/social action: groups interested in providing service to the community at-large and bringing awareness to a particular issue and providing opportunities for social interaction based on similar interests.
- Student Government Association: governing council of the student body.
- Student Media: student-run, student-based, media with formats ranging from the newspaper, World Wide Web, television, radio, and yearbook.
Privileges of Union College Clubs:

1. The club’s name will be listed in Club/Organizations Resource Guide and on the official roster of registered clubs and organizations.
2. The club may be assigned a club mailbox in the Student Leadership Office.
3. The club may participate in the annual Club Fair.
4. The club will be included in the organizations sections of the yearbook.
5. The club may reserve certain campus facilities.
6. The club may use the College’s name in the title of the organization.
7. The club may use the College’s name in the advertising of an event being sponsored by the club.
8. The club may request funds from Student Government Association.
9. The club may sponsor events for the entire campus and use the resources available.
10. Active Clubs will have the ability to apply for funding from the Student Government Association during a window set forth at the beginning of each semester by the Student Government Association Officers.
11. Active Clubs will have the ability to receive yearly start-up money from the Student Government Association.

Privileges of Organizations:

1. The organization’s name will be listed in Club/Organizations Resource Guide and on the official roster of registered clubs and organizations.
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10. Active organizations will have the ability to apply for funding from the Student Government Association during a window set forth at the beginning of each semester by the Student Government Association Officers.
11. Active organizations will have the ability to receive start-up money from the Student Government Association.

Responsibilities of Clubs and Organizations:

1. Conduct all activities in compliance with college policies and procedures. Any policies applying to individuals also apply to recognized student clubs and organizations.
2. Annually submit to the Student Government Association and Student Development Office a list of officers with their name and telephone number and an advisor by midterm of the fall semester as well as an updated roster of active members.

3. Obtain approval from the appropriate agents (advisor and/or Coordinator of Student Activities) for all club-sponsored events.

4. Clubs should submit for review annually any changes or amendments to the club’s constitution to the Student Government Association and Office of Student Development.

5. Organizations should maintain and submit a copy of its national charter and constitution if part of a nationally recognized organization.

6. Clubs and organizations will also be responsible for submitting a revised constitution to the Student Government Association and Office of Student Development yearly to maintain active status by midterm of the fall semester.

7. Clubs and organizations will be required to have a representative present at The Student Government Association’s first meeting of the month which will be specifically set aside for the clubs and organizations on campus.

8. Any organization seeking to establish a chapter of a nationally recognized organization at Union College must be approved by the national organization before seeking approval from The Student Government Association to operate on campus.

9. Information deemed necessary in this document by the Student Government Association should be submitted by the President of the club or organization rather than the advisor.

10. All student clubs and organizations must have an advisor who is a full time or adjunct faculty or staff member at Union College. Clubs and organizations are responsible for the recruitment and selection of their advisor. The advisor’s name, campus address and phone number must be listed with the Coordinator of Student Activities and Student Government Association Executive Vice President for Student Development. If a change in advisor occurs during the year, the organization must revise the Club registration form that is on file.

   a. Club advisors are encouraged to attend club meetings and club-sponsored events, provide training for officers and help ensure a smooth transition when new officers

   b. The advisors are encouraged to maintain a file of financial reports, minutes, club constitution and other official matters to ensure that this information will be available to new officers from year to year. In the event that a new advisor is appointed, this file should be given to the new advisor.
c. The advisor’s signature should be included along with that of one or more officers of the club for all accounts established by the organization.

d. Advisors are expected to work closely with their club or organization in coordinating club activities to enhance the quality of the program and the leadership and membership skills of the club participants.

**Regulation:**

1. Failure of any Union College club to follow the guidelines set forth in the entirety of this document will be disbanded by the Student Government Association and prevent from operating on or associated with Union College.

   a. In this instance it is the right of the Student Government Association Executive Vice President for Student Development to call for a hearing of the club.
      i. Both the President and Advisor to the club will be required to be in attendance at the meeting. The Student Government Association Advisor will be present as well.
      ii. Action taken from this hearing will be resolved by the Student Government Association and include but are not limited to the suspension of a club for a given time frame, removal of leadership of a club, or recommendation for the case to be passed on to the Student Disciplinary Board. These actions will be validated by a majority vote of the Executive Committee of the Student Government Association, which will rule in this hearing and for the purpose of the hearing be chaired by the Executive Vice President for Student Development.

2. Failure of any organization to follow the guidelines set forth in the entirety of this document will result in the action of the Student Government using its right to withhold funding or formal recognition of any such organization until it returns into compliance with the policy and procedure of this handbook.

3. Failure of any club or organization to maintain an active membership of at least 80 percent students will fail to meet active status qualification.

4. Clubs or organizations that do not submit a list of officers and advisor name by the deadline will be issued a notice of impending removal of active status. This notice will be sent to the last listed officer and advisor. Two weeks from the date the notice is mailed will be allowed for a response before the organization becomes inactive.

   a. Inactive status is defined as a club or organization, which has failed to meet its obligations, set forth in this document, or which has not maintained regular activities during any given year. This status also warrants the right of the Student Government Association to withhold any funding from the club or organization.
b. Active status is defined as any club or organization, which is operating in full compliance with this document in its entirety and is eligible to receive funding from the Student Government Association.

OPERATIONS

First Month of the Semester “To Do” List for Clubs and Organizations:

1. Complete and submit a Club and Organization Registration form. (Schedule elections if necessary)
2. Make contact with the Student Government Association Executive Vice President for Student Development.
3. Register for Club Fair.
4. Make a contact with Faculty/Staff advisor.
5. Establish time and reserve space for meetings on campus.
6. Advertise meeting time and place during Club Fair.
7. Check the club mailbox in the Student Leader Office, located downstairs in the Patridge Campus Center.
8. Make a contact with the membership.
9. Review the organization’s constitution.
10. Advertise meeting time and place during Club Fair.

CLUB FAIR

All clubs and organizations are required to participate in the annual Club Fair that is held at the beginning of each semester. The Fair is designed to give Union College clubs and organizations an opportunity to present displays and information to students concerning club activities and to recruit new members. Only Union College recognized organizations that are registered with the Student Government Association and the Student Development Office can participate.

How To Register? An e-mail requesting a table at the Club Fair must be sent to both the Student Government Association Executive Vice President for Student Development and the Office of the Coordinator of Student Life. To register for Club Fair, the club/organization must first submit a Club Fair registration form. The form asks for the following information: President’s name, E-mail, mailing addresses, phone number, and advisor contact information.

Once a registration form is completed, the student organization is assigned a table in the Patridge Campus Center for the day of Club Fair. Student organizations may request certain accommodations (i.e. electricity, specific location); however, request are not guaranteed. Tables for the Club Fair are assigned by the Coordinator for Student Life.
How to Begin A New Student Organization

Step #1 – Contact the Student Government Association Executive Vice President for Student Development

- Make an appointment with the Student Government Association Executive Vice President for Student Development. Through consultation, you will be provided appropriate information regarding your group. You will receive a “How to Kit” that walks you through the beginning stages. The Student Government Association and the Faculty must approve all new clubs/organizations before they become an official club/organization. This process could take up to a semester.

- In order to be first approved by Student Government Association, student organizations must have at least five full time undergraduate student members, officers such as president, vice president, secretary, and treasurer (or a similar leadership structure), and have an advisor who is a current fulltime or adjunct faculty/staff member at Union College.

Step #2 – Constitution

- All clubs and organizations must maintain on file in the Coordinator of Student Activities office and with the Student Government Association Executive Vice President for Student Development a current an accurate copy of their constitution. Constitutions must be reviewed and updated at least every year.

Step #3 – Student Government Association

- All potential clubs and organizations will then be required to present their constitution, membership, officer, and advisor list to the Student Government Association in order receive probationary standing.

Step #4 – Probationary Standing

- If approved by the Student Government Association the club or organization will be granted a 30-day period in which the club will be required to hold 3 general interest meetings at the end of which the President of the club will be required to present minutes from these meetings before the Student Government Association in order to gain final approval to go before the faculty.

- Clubs seeking to return to active status whether off of probation or coming out of a period of disinterest or inactivity will regain active status at this point, only new clubs will need to be presented before the faculty.
Step #5 – Submit for approval through Faculty

• Once a constitution has been written, supportive student members have conducted at least three general interest meetings, and final approval has been granted from the Student Government Association your organization will begin the formal process of being voted upon by the Faculty.
Constitutional Guidelines

All constitutions (or by-laws) must address specific topics. While they do not have a to follow this outline exactly, the following is a format that can and should be used. The following statements under each section must be included:

Article I: Name of Organization

Name of Organization and National Affiliate (if applicable): If the organization has a National affiliate, copies of their by-laws and constitution must be presented for review and to be added to your group’s folder.

Article II: Purpose

The purpose should state why the organizations exits and specifically state the objectives (without listing specific activities) of the organization. The activities of the organization must relate to the purpose.

Article III: Membership

Section 1. General Requirements
A statement defining who is eligible for membership must be included. Membership can be open to all UC students, faculty, and staff; however the organization is free to decide, what they believe and who may be part of their organization.

Section 2. Categories of Membership
The types of membership (active, inactive, Alumni, honorary, etc.) in use must be listed. Voting membership of recognized campus shall consist only of matriculated students, faculty and staff of this institution. A majority of the voting members must be students.

Nonvoting membership, if any, must be comprised of the following categories:
1. Inactive members – persons who have been but no longer are, voting members of the organization, for reason as defined by the organization’s constitution and/or by-laws.
2. Alumni of the organization who are no longer enrolled at Union College.
3. Special members – a limited number of persons who qualify for membership according to specifically stated criteria established for special membership. Criteria for special membership must be sufficiently specific and appropriate to meet with the approval of Student Government Association.

Section 3. Qualification and Privileges
The qualifications and privileges (e.g., voting and non-voting) of each membership category must be included. Statement must be made that the majority of voting members must be students.
Section 4. Selection Process
The selection process must be listed for each type of membership.

Section 5. Removal procedures
The reasons for removal and process must be listed for the membership.

Article IV: Meetings

Section 1. The number of meetings (e.g., per month/semester/year) should be listed.

Section 3. Quorum defined – A quorum is the minimum number of members who have to be at a meeting for the group’s business to be legally conducted. A quorum is generally either the average attendance at the meetings or the largest number of members who can be depended on to attend regular meetings.

Section 4. Majority defined – For most organizations, decisions are brought to the membership for a vote. Before a vote can be taken, a quorum must be met. Once the quorum is met, most groups use a simple majority (50% + 1) to declare a decision valid.

Article V: Dues (optional)

Section 1. How dues will be decided and who will be involved in the decision. It is best not to specify the exact amount of dues, but rather explain how the dues will be calculated.

Section 2. When dues will be collected, who will collect the dues, and the checks and balances system.

Article VI: Officers

Section 1. List of the officers (President, Vice-President, Secretary, Treasurer, etc.) must be listed and their specific duties and responsibilities must be stated.

Section 2. All qualifications for holding an office must be stated, including the statement “Only full-time students (12 semester hours) may serve as officers.”

Section 3. Duties of each officer explained.

Section 4. A specific method of election must be explained. Include the term/year of election, length of service, and month of officer transition. Transition is recommended for mid-semester which allows the new and old officers an opportunity to work together for a brief period of time.

Section 5. A statement explaining the reasons for removal of an officer and the specific procedure must be included.

Article VII: Advisor
Section 1. A statement requiring the designation of a faculty or staff advisor(s) from Union College must be included. The advisor must be a current fulltime or adjunct faculty or staff member at Union College.

Section 2. The advisor’s duties must be stated. The following statement must be included: “The advisor shall work closely with the organizations in coordinating activities to insure that they are conducted in compliance with Union College policies.”

Section 3. A specific method of election must be explained.

Section 4. A statement explaining the reasons for removal of an advisor and the specific procedure must be explained.

Article VIII: Committees (optional)

Section 1. Executive Committee
Some organizations require meetings of officers, and advisor(s), and certain representatives for executive sessions. If this is applicable, the membership, a quorum, and specific responsibilities must be listed.

Section 2. Standing Committees
Many organizations establish regular standing committees to handle needs such as membership, publicity and social events. These committees are lead by one Executive Board member and consist of active members.

Section 3. Special Events Committees
These committees are formed and dissolved as a specific need is addressed. Once the project is complete the Special Events Committee is dissolved.

Article IX: Responsibilities

The following statement must be included: “The organization will adhere to the College policies.

Article X: Amendments

Section 1. A statement listing the specified proposal requirements for amendments must be listed. Be sure to list the exact steps for amendment presentation and the number of votes needed for a proposal to be considered.

Section 2. The statement must be included that, “Any revisions to the constitution and/or by-laws must be approved by the Student Government Association.”
Conduct Procedures

If an organization is alleged to have violated the Standards of Student Conduct, they will be referred to the Coordinator of Student Conduct, following an investigation and hearing by the Student Government Association. The Coordinator of Student Conduct will generally follow the procedures listed below; however, the procedures can be amended if it is deemed appropriate. All findings and sanctions made by Coordinator of Student Conduct and/or the Student Conduct Boards are recommendations to the Dean for Students who has final approval of all decisions made in the organizational conduct process. The Dean for Students may take administrative action and bypass the listed procedures if necessary to take necessary and appropriate action to protect the safety and the well being of the campus community and its members.

Procedures for Handling Conduct Charges for Violations of the Standards of Student Conduct.

1. Any individual may refer an organization to the Office of the Dean for Students for Conduct charges. Conduct referrals generally will be delivered to the appropriate office within 10 College business days after identification.

2. Upon the receipt of a Conduct Referral, the Coordinator for Student Conduct will determine if sufficient evidence is present for charges to be filed against the alleged organization. If charges are filed, then the alleged organization’s president, faculty advisor, and/or chapter advisor will typically be delivered the charges within 15 College class days of the alleged organization being identified, or completion of the investigation.


4. Case Resolution: The Coordinator of Student Conduct may offer an alleged organization a case resolution. The Coordinator of Student Conduct will assign the sanction(s). If the alleged organization does not agree with the sanction(s) they may request that the Dean for Students, review the sanction(s) to determine appropriateness. Requests for review of sanction(s) must be delivered in writing to the Dean for Students Office with 48 hours of being assigned the sanction(s) or by 9:00 am on the next College business day if the deadline falls on a weekend.

   a. If an alleged organization accepts responsibility for the alleged offense then the Coordinator of Student Conduct will assign the sanction(s). If the alleged organization does not agree with the sanction(s) they may request that the Dean for Students, review the sanction(s) to determine appropriateness. Request for review of sanction(s) must be delivered in writing to the Dean for Students office with 48 hours of being assigned the sanction(s) or by 9:00 am on the next College business day if the deadline falls on a weekend.

   b. If the alleged organization does not accept responsibility for the alleged offense a Conduct Hearing will then be conducted to determine if the alleged organization is in violation and if so to determine the sanction(s).

5. Conduct Hearing: If an alleged organization rejects or does not attend the Case Resolution or if the Coordinator of Student Conduct does not feel that a Case Resolution is appropriate then a Conduct Hearing will be convened. The Coordinator of Student
Conduct will determine if the Conduct Hearing is dealt with as an administrative hearing or a conduct hearing. The same procedure will be followed for a club as for a student.

a. Sanctions: All sanctions are recommendations to the Dean for Students. If found responsible, the following sanctions may be instituted:
   b. Censure or Warning
   c. An educational or service task
   d. Restitution
   e. Removal of privileges of facility usage
   f. Conduct probations. Conduct probation indicates that further violations of college regulations may result in more serious actions. Conduct probation cannot exceed a period of 32 weeks.
   g. Prohibit or place restrictions on activities.
   h. Removal of individual membership in the organization.
   i. Suspension of organizational status for a specific period of time
   j. Revocation of organizational status.
   k. Social Suspension. Social suspension indicates that a student can not participate in co-curricular activities. This includes athletic events.

6. Appeals:
   a. An organization found responsible for a violation of college policy during a Conduct Hearing may request an appeal for one of the following reasons:
      i. Insufficient evidence that a policy was violated.
      ii. A procedural error in resolving the case.
      iii. Sanction inappropriate for the circumstances of the violation.
   b. An appeal to the Dean for Students must be made in writing within 72 hours, of receipt of the original written decision, or by 9:00 am on the next College business day if the deadline falls on a weekend. Typically a decision will be rendered within five to ten College Business days, unless the sanction includes suspension, removal of members or revocation of status. After review, the Dean for Students may:
      i. Affirm the finding(s) of the original hearing authority;
      ii. Reverse finding(s) of the original hearing authority;
      iii. Alter the sanctions(s) of the original hearing authority;
      iv. Refer the case to an appeal hearing.

The Office of the Dean for Students is the final authority in defining and interpreting the Standards of Student Conduct and conduct procedures for both organizations and individuals. The decision of the Dean for Students or designee in all organizational conduct matters is the final decision for the College.

1. Advisor’s Role in the Hearing Process
   a. Attend the Initial Meeting and or Notification of the Charges meeting with the Organization’s president and the Coordinator of Student Conduct.
   b. Observe or advise the Organization’s president in the Hearing.
c. Assist and Support the Organization throughout the Conduct Process  
d. Ask questions of all involved to make sure that the Organization understands the process, the charges, and the ramifications of sanctions.

**STATEMENT ON HAZING**

Hazing or allowing hazing, by any organization or by any individual on behalf of an organization or group of an individual, organization or visitor within the Union College Community, is a violation of the Student Conduct Code.

Hazing, encouraging, facilitation or allowing hazing, by any organization or by any individual on behalf of an organization or group (recognized or not recognized by the college), of an individual, organization, or visitor within the Union College community is prohibited. Hazing is any action or dangerous, demeaning, humiliating, ridiculing, or degrading activities, regardless of intent or consent of the participant(s), by a group(s) or a member of a group(s) on an individual as part of membership or as part of initiation is a violation of the Student Conduct Code.

Any individual or organization found responsible for a hazing violation is subject to sanctioning as stated in the Student Conduct Code. This includes, but is not limited to suspension of an individual or organization, removal of specific members of the organization and/or revocation of organizational status.

**Statement on Discrimination**

The Union College Student Government Association does not discriminate against any person on the basis of race, religion, color, gender, sexual orientation, age, national origin, disability, veteran status, or any other status or condition protected by law, nor does it tolerate such discrimination against any member of the student body by any persons, clubs, or organizations on campus.
CAMPUS COMMUNICATIONS

Campus Mail

The College post office provides a box for the deposit of unstamped mail that is to be delivered to college faculty, staff or students who live in the residence halls.

Registered clubs and organizations may use the campus mail service for the delivery of official club correspondence to the following:

- Club members who live or work on campus
- Club advisor or prospective members who have asked to be contacted by the club.

Mass Mailing On-Campus

Clubs and organizations are not eligible to use the campus mail services to send mass mailings to residence hall students and/or college faculty and staff unless a special exception is granted by Coordinator of Student Life or the Dean for Students (in the case of Student Government Association). Such request are rarely approved due to the burden that the distribution of mass mailings places on the post office staff.

E-Mail and Web Pages For Student Organizations

UC’s student organizations are provided with a campus E-mail address and services free of charge. Organizations can apply for an account through the Student Government Association.

Guidelines For E-Mail

1. The student organization maintaining an E-mail account are required to check mail at least once a week and to respond to mail in a prompt and professional manner.
2. The Student Government Association and Office of Student Development will use electronic communication to keep all student organizations informed of upcoming events and supportive information.

Guidelines for Web Pages

The Student Government Association encourages all student organizations to create and maintain web sites. All Web sites must be approved by the Technology staff.

RESERVING COLLEGE FACILITIES AND SCHEDULING ACTIVITIES ON CAMPUS

Campus organizations that wish to reserve a campus facility or sponsor fundraising or extracurricular activities on campus must first contact the Campus Activities Board. Scheduling is done on a first-come, first-serve basis. Once you have received approval from the Campus
Activities Board, the next step is to contact the Events Coordinator (ext. 1263), to finalize the reservations for facilities.

The following information is necessary to schedule an activity:

- Specific date, starting and ending times
- Type of activity
- Expected attendance
- Room set-up (row, lecture style, etc.)
- Equipment (multimedia, podium, sound system, chairs, tables, etc.)

Cancellation/Changes

Please notify the Campus Activities Board and the Events Coordinator of any cancellations as soon as possible. A minimum of 48 hours is required for cancellation notices.

Inclement Weather Cancellation Policy
The Campus Activities Board will consider all reservations cancelled when the college is closed due to inclement weather unless notified. Call ext. 1232

Social Functions
Organizations planning to sponsor a social event on campus should contact the Campus Activities Board.

Advisors
The advisor of a student organization hosting any fundraising or extra-curricular events should be aware of and approve the event. Also, the advisor or another fulltime or adjunct faculty/staff member at Union College must be present at any major event sponsored by the organization.
REQUEST FOR APPROVAL OF CLUBS AND ORGANIZATIONS

This form is to be used for approval of a new club or organization. Student clubs and organizations wishing for approval are expected to complete this form. All requests must be submitted to faculty for approval in advance of establishing the club/organization.

Club or Organization Name:
___________________________________________________

Time club/organization will meet on routine basis:
___________________________________________________

Faculty or staff member to serve as advisor for this club/organization:
___________________________________________________

Signature of President of Club/Organization:
___________________________________________________ Date __________

Signature of Club Advisor (indicating approval)
___________________________________________________ Date __________

Action Taken:
___________________________________________________ Date __________

Signature of Student Government Executive Vice President for Student Development
___________________________________________________ Date __________

Signature of College Vice President for Student Development:
___________________________________________________ Date __________

Date club/organization will become active, if approved:__________________________

Revised: 09/11