

StudentLife

at Niagara County Community College

Student Group Handbook

For Student Leaders!

2021-2022



Table of Contents

Student Government Association.....	3
Student Life Staff and Services.....	4
Advisor Information	5
Types of Student Groups.....	6
Privileges of Membership.....	7
Requirements of Student Groups.....	8
Student Group Standing.....	9
College Association Procedures & Policies	10-11
Funding Policy.....	12-13
Fundraising Guidelines.....	14
Club Charter Guidelines	15-16
Note Page.....	17
Check List	18

Student Government Association

What is Student Government Association?

Student Government Association is an elected body of students tasked with promotion of the general welfare of the student body, to stimulate interest in and support of activities contributing to the cultural, social and physical enrichment , to continue to promote democratic participation in relevant areas to the student college community, and to provide students with the opportunity for involvement and experience in a collegiate governance process.

What does Student Government Association do?

Student Government Association is responsible for collection and administration of the Student Activity and Intercollegiate Athletics Fees, overseeing the rights and privileges of all students in academic and non-academic matters and serve the general interests of the College, student body and college community.

How can Student Government Association help clubs and organizations?

Student Government Association charters all student groups and allocates funds for their use from the Student Activity and/or Intercollegiate Athletic Fees. Student Government Association is an advocate for student groups and will work to assist groups carry out their mission.

Student Life Staff

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Services for Student Groups

The Student Life office should be used as a resource for both student groups and their advisors.

We provide:

- Approval and duplication of flyers/student group publications
- Provide workshops on topics related to student group operations and leadership
- Management of Co-Curricular Transcripts
- Space reservations for G117B and SEL
- Assistance with event planning
- Facilitation of student group collaboration (via Club Officers Meetings etc.)

Advisor Information

Purpose of an Advisor

Advisors are needed to help provide leadership and direction to student groups. Advisors are the Student Life liaison to clubs for the purposes of disseminating information and ensuring all policies and procedures followed. Additionally, advisors should provide guidance and resources to aid in the students' leadership and personal development.

Selection of an Advisor

It is the responsibility of the students to find and secure a club advisor. Primary advisors must be an employee of Niagara County Community College community; administrators, faculty or staff members may serve. Each faculty/staff member is permitted to advise no more than two (2) clubs at any given time. Once a Primary Advisor has been selected, the advisor must sign and return the "Advisor Agreement" form.

A secondary advisor (will be referred to as a "Club Mentor" herein) may also be selected by the students. Club Mentors may come from the local community and are seen as an added resource for an organization. Mentors that are not employed by NCCC must sign a Volunteer Appointment Letter in the Student Life office and is subject to approval by the Vice President for Student Services and Director of Human Resources. The Volunteer Appointment Letter will detail the scope of the duties and responsibilities of the position, start and end date as well as time commitment. Appointment Letters must be resigned on a yearly basis.

Role of the Primary Advisor

1. Is responsible for being familiar with all Student Life policies and procedures related to student groups as well as all College policies related to student groups.
2. Should assist the group in developing realistic goals for the academic year.
3. Provide advice and guidance to the group when planning programs, events and activities.
4. Must sign all Purchase Requisitions and submit them to Student Life. In the event a Purchase Requisition is for a cash advance, the advisor is responsible for collecting and returning any and all receipts and change to the College Association (G215).
5. Is responsible for reserving space on campus for club meetings and/or events.
6. Must be present at the time of election for Executive Board Members (officers) which must be reflected in the minutes.
7. Must be present if the club or organization is holding an on campus event after regular business hours.
8. Attend training once per semester provided by the Student Life office.

Role of a Club Mentor

Club Mentors may coordinate with the Primary Advisor to manage club activities; however they are not permitted to sign off on any official College documents or paper-work (i.e. Purchase Requisitions).

Types of Student Groups

Definition

A student group is defined as a Student Government Association recognized group of students at Niagara County Community College that collaborate to celebrate a common interest as well as adhere to all requirements listed herein. All Student Groups should be committed to upholding the mission of NCCC by recognizing and valuing our common humanity as well as the richness of our diversity.

Relationship to Niagara County Community College

Recognition of student groups by the Niagara County Community College Student Government Association shall not be interpreted as College endorsement, but only as recognition of the rights of the student group to exist at the College as subject to the conditions detailed herein.

Types of Groups

Interest Group – A group of students that is working with the Student Life office to fulfill all requirements of seeking recognition by the Student Government Association.

Club – Student group that has been officially chartered and recognized by the Student Government Association and abides by all of the requirements of such a group.

Student Organization – A student operated entity of an office or division of NCCC that performs a function of said area and exists only if the office or division exists (i.e. SGA Programming Board, Theater Tech, Spirit, Art Guild). Student Organizations are funded and operated based on the requirements of such a group.

Honor Society – A grouping of students by local or national affiliation that requires a minimum GPA for membership and/or enrollment in a specific curricula (i.e. Phi Theta Kappa and Alpha Beta Gamma).

Privileges & Membership

Privileges of Recognition

1. Recognized student groups may use Niagara County Community College campus facilities as subject to the policies currently in use.
2. Recognized student groups may use the name “Niagara County Community College” or “NCCC” in their official club names to indicate location, not College endorsement.
3. Recognized student groups may use official logos, colors, and fonts of the College as prescribed by the publication guidelines of the Office of Public Relations (716-614-6225). The official Niagara County Community College seal is never permitted to be used.
4. Recognized student groups may use the printing facilities in the Student Life office to replicate publications for purposes of hanging on strips and boards around campus.
5. Recognized student groups may petition for the use of Mandatory Student Activity Fees subject to the guidelines set forth by Student Government Association, Niagara County Community College and SUNY.
6. Inclusion of Student Group name for purposes of the Co-Curricular Transcript.
7. Publication of events in the Spirit at no charge (niagaracc.suny.edu/studentlife/spirit.php)

Membership

All currently matriculated students registered for at least three (3) credit hours are eligible to join any recognized club or organization. There is no limit to the number of clubs students may join; however students are limited to holding two (2) officer positions at a given time.

Additionally, each club or organization must specify criteria by which a student is an active member for purposes of officer eligibility and inclusion on the club or organization’s roster. Clubs and organizations that receive funding from Student Government Association for operating budgets and/or events must always be open and accessible to any and all students.

Niagara County Community College Anti-Hazing Policy

From the Student Rights & Responsibilities (Code of Conduct):

Hazing, which is any act that endangers the mental or physical health or safety of any student, or that destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in any group or organization.

Requirements of Student Groups

The following symbols indicate which requirements apply:

♣ Clubs ♠ Student Organizations ♦ Honor Society

Annual Reactivation of Student Groups (♣ ♠ ♦)

For all student groups, the “Annual Reactivation Form” must be completed by the newly elected club officers by no later than the last day of academic classes in the spring semester. This and all forms are located on the Student Life website: <https://www.niagaracc.suny.edu/studentlife/forms/>

Student Government Association Meetings and Budget Meetings (♣ ♠ ♦)

The primary goal of this is to gather delegates from all student groups monthly to update others on what is going on with your organization or club. Delegates from recognized Student Groups are encouraged to attend General SGA meetings throughout the semester. Two club representatives need to be sent to any mandatory meetings called by SGA for club officers.

For budgets or any finance requests: All request presented to SGA must be accompanied by a club representative and forms must be turned in at least 24 hours before the meeting. If a form is turned in late it will be presented in the next meeting. Your request will not be reviewed without representation from your Student Group. Finance meetings are held every Tuesday at 12:45pm in G 244.

Elections/ New Officers for the following Year and Transition of Officers Meeting (♣ ♠)

Officer elections must take place within the months of March and April, for the fall semester, to ensure that positions will be filled by the time the Reactivation Forms are due. New training and officer transition training/ ceremony will take place towards the end of the Spring Semester

Member and Officer Registration (♣ ♠ ♦)

This form needs to be completed online at <https://www.niagaracc.suny.edu/studentlife/forms/> by the 3rd week of the fall semester. If changes occur for the spring, please submit a new form. If officers change in the meantime, an updated form will be required. Student groups must maintain at least eight (8) members to remain in good standing.

Meeting Minutes and Attendance (♣ ♠ ♦)

Minutes and attendance from each Club meeting must be submitted to the Student Life office at the end of each month.

Club Council (♣ ♠ ♦)

Club council will be offered three times a semester and we require clubs to attend all three meetings (club advisors are required to attend at least the first meeting) by attending these meetings clubs will be able to collaborate with other student organizations to make better programs on campus and make more meaningful connections between organizations. We will ask that you send a club representative to these meetings to help build this connection on campus.

Community Service (♣ ♠ ♦)

Student groups are required to participate/collaborate/host two community service opportunities either on campus or off campus and must have at least 75% member participation. Groups will need to maintain accurate records of attendance to ensure 75% participation and submit those records to Student Life upon completion. Events must be preapproved by SGA.

Student Group Standing

"Good Standing" is defined as followed:

- Meeting attendance and minutes from all previous meetings turned in to the VP of SGA
- Host an open event each semester to the campus community
- Have AT LEAST one officer attend the club council meetings when held by Student Government
- Attendance at one general body Student Government meeting per month by at least one club representative
- Community service requirement (as outlined in club start up packet), must be completed by 75% of club members.

Good/Bad Standing

Student Groups that fulfill all of the requirements listed in this section will remain in good standing with full privileges of recognition.

Student Groups that do not fulfill one or more of the requirements listed in this section will be deemed in bad standing and all privileges will be frozen. Once requirements have been fulfilled, the student group will be replaced in good standing.

Deactivation

If a Student Group is in bad standing and does not fulfill requirements by the end of that particular semester, the Student Group may be deactivated. If a group is deactivated, privileges of recognition outlined in page 7 will be rescinded.

Reinstatement

If a deactivated group would like to be reinstated, the officers and advisor of the group must meet with the SGA to review offenses and determine a course of action that will ensure requirements be fulfilled. Additionally, the group must create a plan to ensure good standing.

College Association Procedures & Policies

PROCEDURES

PURCHASE REQUISITION:

Purchase Requisitions are forms that need to be filled out to make purchases or take out a cash advance. Student Group advisors are required to sign off on them.

PR forms cannot be filled out until funds are reviewed by SGA

Steps To Complete a Purchase Requisition:

- 1) Obtain a digital Purchase Requisition (PR) from
- 2) Complete all necessary fields
- 3) Student Group Advisor **MUST** sign and date
- 4) Once the PR has been processed, the Advisor will receive an email.

****Please allow at least ten (10) business days for processing****

CASH ADVANCE:

Steps To Complete a Cash Advance

- 1) In the "Vendor/Pay To" section, the Advisor must use their name. Under no circumstances are cash advances to be made out to students.
- 2) Complete all necessary fields
- 3) Check "With order, return order and check to" and write in the Advisor's name
- 4) All receipts and change must be returned to the CA Bookkeeper within five (5) business days of the last purchase. No future cash advances will be distributed until the first one is closed.

FUNDRAISING:

All proceeds need to be deposited in the College Association with Shannon Gianquinto as soon as they are collected. She will deposit the money in the club's revenue account; you will need to use a purchase requisition to utilize monies from your revenue account.

POLICIES

ALCOHOL: At no time is alcohol permitted to be purchased with Student Group funds.

COMPANY NAME: Purchases made for Student Groups must always be done under the name of "College Association of Niagara County Community College."

TAX EXEMPTION: The College Association is tax exempt in New York State. As a result, your student group will not need to pay NYS Tax when making purchases. However, unless you present the proper tax exemption form, you will be responsible for paying all NYS taxes.

TIPS: If funds are used to pay for server tips at a restaurant, you must indicate the amount paid and have the server initial it on the receipt.

THE FUNDING Policy

Funding and Event Approvals Through SGA

Who/What do we fund?

We fund all recognized clubs and organizations as well as any student programming/ offerings through the Student Life office at NCCC. The funding comes from the mandatory Student Activity Fee students pay as part of their tuition bill. Part of the fee helps cover the cost of the graduation ceremony every year and is not part of the allocated monies SGA has to assist with funding for activities. Any activities or groups that required GPAs, tryouts or restrict access to all students, we are unable to fund. Some examples of those would be cheerleading, honor societies. etc. If groups allow access to everyone at a specific event, we are able to consider funding those events through our funding process.

We are a Club- How do we get Funding?

There are 2 ways clubs can get funding-

1. Request a budget line for the following academic year to help cover costs for the upcoming year for the club. These requests are due typically in March to be considered.
2. Request money from the general clubs' accounts at a finance committee meeting! – *Please see section about requesting money*

We are NOT a club but are looking for Funding from SGA – HELP

SGA does fund many different events and initiatives that support all students and that are open to students. If the Student Activity budget allows, the SGA finance committee will hear the request for funding if all policies and procedures are followed correctly.

Procedures/Policies to request Funds from SGA

****Before completing the forms, check if the rooms are available for your event! ****

1. Fill out the correct request form that matches your request! Example- Event Request form is for ANY event you may be doing, Travel Request Form is for any traveling your organization may be doing (conference, field trip etc.)
2. Turn in form to the Clubs and Organizations electronically at **least 24 hours prior to the next scheduled finance meeting and at least 2 weeks prior to your scheduled event or 4 weeks prior to your scheduled travel date.**
3. Attend the Finance Meeting to present your request ** A representative MUST be present to present your request** Your request will not be reviewed until you can meet with the SGA finance committee
 - a. If you cannot attend SGA finance meetings at 12:45pm- 1:45pm on Tuesdays in G244, you can request a new date through Heather Trumble * Times and Dates may be limited due to student scheduling*
4. Once request is reviewed, wait for approval from SGA Vice President to purchase anything or advertise.
5. Typical response time is between 24-48 hours for approvals

THE FUNDING Policy

Once My Request is Approved

1. Fill out the PR through online system if purchasing anything * MUST be filled out PRIOR to your event *
2. Give any advisements to Jennifer Schwab for approval and printing - ** Please see our Snap Frame policy on the Student Life website for details if you have questions about hanging flyers*
3. Confirm any orders with Dining Services and obtain BEO from them if ordering from them – **PR is required when ordering from them as well. Attach BEO to the PR!**
4. Any cash advances or any advance purchasing MUST have the PR done prior to the purchasing and the event.
5. Complete Work Orders for any tables/chairs and set up needs. Layouts are optional but helpful to operations to make sure you have the correct setup. Must submit these NO LATER than 1 week prior to event.
6. Confirm your room request and do any facilities usage form for any rooms that are NOT the SEL, G177A, G117B, or G244 - Book the SEL G177A or G117B, G244 with Student Life support staff person.
7. Request and reserve any supplies you need from Student Life at least 5 days PRIOR to your event (balloons, sign arrows, sign poles, cash box, games etc.)

For questions, contact any of SGA executive board members

Ally Knuutila-Clark - SGA President - aclark988@mynccc.niagaracc.suny.edu

Andrew Binks - Vice President - abinks473@mynccc.niagaracc.suny.edu

Rena Spangler – Treasurer - rspangler162@mynccc.niagaracc.suny.edu

Sonia Swann - Secretary – sswann190@mynccc.niagaracc.suny.edu

Mia Montibello—Student Events Coordinator -
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Heather Trumble – SGA Advisor – hlsaba@niagaracc.suny.edu

Jennifer Schwab - Student Life Grad Assistant jschwab@niagaracc.suny.edu

Fundraising Guidelines

Fundraiser earnings may be used in the following ways:

- You can use it to defray travel expenses for an approved college trip
- You can use it to donate to a worthy cause (non-profit organization)
- You can use it to plan an “end of the semester/year” event
- You can use it to purchase T-Shirts or other promotional items for club members

STEPS TO FUNDRAISING

1. Fill out the “Fundraising Event Request Form” *at least* two weeks prior to the event.
2. Reserve a room, cart, cash boxes and dry erase boards with the Student Life Office.
3. Design, print and distribute appropriate publicity (*flyers must be approved by Student Life before posting*). Copies can be made in the Student Life Office.
4. Fundraisers can be put on the Student Life Facebook page for advertisement.
5. All proceeds need to be deposited each day in the College Association with Shannon Gianquinto, the bookkeeper. She will deposit the money in the club’s revenue account; you will need to use a purchase requisition to utilize monies from your revenue account.

Bake Sale:

- Coffee and other food items cannot be sold from outside vendors (ex. Dunkin Donuts and local pizza shops).
- Food should be prepared at home before entering the building to be placed for sale.
- **Bake sales are not permitted outside the bookstore as they infringe upon the current franchise agreement with Tim Horton’s.**

Basket Drawing:

- Liquor, wine or beers are **not** allowed in the basket.
- The title of the event **MUST** be “Basket Drawing.” Basket Raffle is not permitted.
- One day only
- Cash cannot be used as a prize.

Events Requiring Tickets

Events that need tickets must get them from the College Association. Prices for the tickets need to be determined before the event and communicated to Shannon when you pick up the tickets.

“Keep this coupon” section of the ticket roll and all money needs to be returned to Shannon the day of the event.

Reservation Spaces:

*G-244—Upstairs near the Student Life office.

*G-117—Downstairs near the lower cafeteria.

* Reservations can be made through the Student Life office for the Student Center spaces

** Facility Usage form must be completed by the club advisor and approved by Facilities.

**Club advisors are responsible for completing facility usage forms and work orders

Club Charter Guidelines

Official Organization Name: _____

Article I. Purpose of Organization/Mission Statement

(Define in paragraph form the goals, objectives, and purposes of this organization. State what the organization will contribute to the quality of campus life at NCCC. State any other relevant information.)

Article II. Membership

Eligibility – All currently matriculated students registered for at least three (3) credit hours are eligible to join any recognized club or organization. There is no limit to the number of clubs/organizations a student may join; however students are limited to holding no more than two (2) officer positions at a given time.

Definition of active member – (State any special requirements this organization sets to be an active member. State what a person must do in order to maintain active membership (attending minimum number of meetings, assisting with programs, etc). List different types of membership.)

Article III. Meetings and Voting

Section A. A meeting shall be valid if a quorum, plus one officer is present. Quorum is defined as (Each organization will establish the size of its quorum, but it must be between 1/2 the organization's active membership and 2/3 of the organization's active membership).

Section B. Voting

Voting on any issue shall be official only if the meeting is valid.

All members shall have equal voting power.

Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

Article IV. Officers and Qualifications

Section A. Officer Positions

(In this section, list the titles of all officer positions and qualifications to hold their offices, such as minimum semesters of participation or term limits. All student groups must have a Club Council Representative on their roster.)

Section B. Duties of Officers

All officers shall enforce this constitution.

The [specified officer] shall preside over the meetings and shall maintain organization within the group, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above.

(State the duties of additional officers as necessary.)

Section C. Nominations and Elections

Nomination and Elections Procedure - (State nomination and election procedures.)

*Timing of Elections - between March and April, for the fall semester.

*Vacancies - (State procedure to fill vacant offices.)

*Term of Office – (Suggested length is one year.)

Club Charter Guidelines

Article VI. Finances

Section A. Funding

Section B. Budget Process

Article VII. Meetings (Student group should determine dates, times and locations, and frequency of meetings. Any changes to the schedule should be forwarded to Student Life.)

Article VIII. Adoption of the Constitution

Section A. Two-thirds of the active membership, or more if the organization decides, must approve the constitution.

Section B. This constitution will be ratified upon approval of the Student Government Association.

Section C. This constitution shall not conflict with the Student Government Association constitution or by-laws.

Article IX. Amendments

Adoption and ratification of amendments to this constitution shall follow the same procedure as adoption of the entire constitution.

Article X. By-laws

Section A. At least a 2/3 majority of the active membership must approve the by-laws and any amendments.

Section B. By-laws should not conflict with this constitution or the Student Government Association constitution or by-laws.

Article XI. Hazing Policy

Hazing, which is any act that endangers the mental or physical health or safety of any student, or that destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in any group or organization is not permitted by the [organization].

Article XII. Discrimination Policy

The [organization] of Niagara County Community College does not discriminate against any individual or organization of individuals on the basis of age, color, disability, ethnicity, gender identity, gender expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or political affiliation.

All clubs and organizations are open to any and all students that meet the eligibility requirements listed in Article II.

NOTES

[illegible]

CHECK LIST

To keep you on track, use this check list to stay in good standing.

FOR RECOGNIZED STUDENT GROUPS

Annual Reactivation Form

Submitted to Student Life ___/___/___

Must be completed by the newly elected club officers by no later than the last day of academic classes in the spring semester .

Member and Officer Registration Form

Submitted to Student Life ___/___/___

Must be submitted by third Monday of each semester

Submitted to Student Life ___/___/___

Meeting Minutes and Attendance

Must be submitted by end of each month.

Submitted to Student Life ___/___/___

Submitted to Student Life ___/___/___

Submitted to Student Life ___/___/___

Submitted to Student Life ___/___/___

Service Completion

Submitted to Student Life ___/___/___

Create one community service event and participate in two community service events.