Student Organization Handbook

SUNY Geneseo
Division of Student and Campus Life
Department of Student Life
321 MacVittie College Union
www.geneseo.edu/union
585-245-5851
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Introduction

Our Mission and Rules of the MCU

THE ROBERT W. MACVITTIE COLLEGE UNION INTRODUCTION

The College Union at Geneseo opened on February 2, 1970. In November of 1989 the building was dedicated as The Robert W. MacVittie College Union in honor of former College President Dr. Robert (Bob) MacVittie. Under the leadership of Geneseo's ninth CEO, the College experienced its greatest growth, which included the Union, now carrying his name and serving as the central gathering space of the campus. Prior to the opening of the College Union in 1970, Blake A was known as the College Center, and Blake B housed some student organization offices and Activities staff.

The purpose of the Union is to serve as the center of social, educational, cultural and recreational activities for students, faculty, administration and alumni. The Union is not just a building; it is a philosophy of active involvement that supports services, conveniences, and amenities which community members need in their daily lives. It provides the setting for all to get to know and understand one another through informal association outside the classroom.

The MacVittie Union provides offices, lounges, meeting rooms, and recreation facilities. ATM services, study lounge, Fusion Market, the Geneseo Bookstore, Starbucks, ballroom, mailroom, the Kinetic Art Gallery, computer lab, photocopiers, ticket office with fax service and Concierge desk are also available in the College Union. Wi-Fi is available throughout the building for laptops with appropriate wireless connections. The lobby is where many student organizations set up tables during the week, advertising entertainment, selling approved items, or offering services. There is also a large outdoor patio on the second level; a wonderful area in which to eat, study or meet friends.

The Mission of the Department of Student Life:

It is the mission of the Geneseo Department of Student Life to catalogue, promote, assess and strengthen student learning opportunities within Student and Campus Life that contribute to a rich, meaningful, and fulfilling college experience for Geneseo students.

The Department of Student Life includes the MacVittie College Union and its functions, the Student and Campus Life core co-curriculum, the Student and Campus Life student internship program, and the student employee development series.
Our Intention
It is the intention of the Department of Student Life to provide and to identify opportunities for students that result in increased learning, greater self-awareness and a clearer sense of purpose.

Passion
The improvement of the human condition through the expansion of a caring community. (Campus Life: In Search of Community p. 47)

Overarching Goals
− To provide opportunities for students to learn, interact, lead, reflect, program, question and have fun. (How College Affects Students p. 647)
− To provide a safe and inviting place where the college community can gather to engage and flourish.

The "Rules of the House" are simple:

• The facilities (some by reservation) are available to all members of the College community and guests with the request that behavior reflects respect and consideration for others.
• MacVittie Union is a licensed premise, so the use of alcoholic beverages is not permitted except in the licensed areas at events approved for that purpose.
• There are dining facilities here; therefore, shoes must be worn.
• No animals are permitted in the Union with the exception of those trained to assist persons with disabilities or those who have received special permission from the Director.
Staff and Services Directory

<table>
<thead>
<tr>
<th>The Department of Student Life</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles “Chip” Matthews</td>
<td>Director of Student Life</td>
</tr>
<tr>
<td>Tiffany Brodner</td>
<td>Senior Coordinator of Student Programs &amp; Activities</td>
</tr>
<tr>
<td>Lauren Thompson</td>
<td>Coordinator of Late Night Programs &amp; Activities</td>
</tr>
<tr>
<td>Kristina Barsema</td>
<td>Coordinator of Student Organizations &amp; Activities</td>
</tr>
<tr>
<td>Ryan Terry</td>
<td>Graduate Assistant for Geneseo Late Knight</td>
</tr>
<tr>
<td>Cheryl Deusenbery</td>
<td>Secretary</td>
</tr>
</tbody>
</table>

**COLLEGE UNION SERVICE AREAS**

Concierge Desk – Room 102, Ext. 6176

The Corner Pocket (Recreation Area) – Room 216, Ext. 5078

**STUDENT ORGANIZATION OFFICES**

- Muslim Students Association, Slavic Club, Ghana Club - MOSAIC A
- Latino Student Association, Shakti - MOSAIC C
- Japanese Culture Club, Geneseo Chinese Culture Club - MOSAIC D
- Black Student Union, Korean American Student Association - MOSAIC E
- People for Animal Welfare - 115-A
- Hippies for Hope - 115-B
- Crew Club, Habitat for Humanity - 115-C
- Stitches, Alpha Delta Epsilon, Quidditch Club - Room 307
- Voices for Planned Parenthood (VOX), Women Action Coalition, Pride Alliance - Room 308
- Colleges Against Cancer, Inter-Varsity Christian Fellowship - Room 309
- Circle K, Invisible Children, Geneseo Environmental Organization - Room 310
- Alpha Kappa Psi, Phi Alpha Delta, Alpha Phi Omega - Room 314
- Activities Commission - Room 313
- Student Association – Room 316
- HOPE Youth Mentoring - Room 343
- GSTV - Rooms 104, 110
- The Lamron - Room 110
- HEROES - Room 115D

Revised 4/15
CENTER FOR COMMUNITY DEPARTMENT
Dr. Leonard Sancilio, Dean of Students, Director of Center for Community
Room 354B, Ext. 5706

Kimberly Harvey, Director of New Student Programs
Erwin Hall 5706, Ext. 5852

Wendi Kinney, Assistant Dean for Fraternal Life and Off-Campus Services
Room 344, Ext. 5968

Tamara Kenney, Assistant Dean of Students for Student Conduct and Community Standards
Room 348, Ext. 5714

Dr. Thomas Matthews, Associate Dean of Leadership and Service
Room 353C, Ext. 5857

Fatima Rodriguez Johnson, Coordinator of Multicultural Programs and Services
Room 353B, Ext. 5620

Jonathan Macko, Coordinator of Student Volunteerism
Room 353A, Ext. 5893

Paula McClure, Coordinator of Student Employment Services & Community Outreach
Room 343, Ext. 5734

Clerical Staff:

Barbara Battaglia
Room 353, Ext. 5620

Beth Standish
Room 354, Ext. 5706, 5852

CAMPUS AUXILIARY SERVICES OFFICES

Fusion Market
Room 220, Ext. 5084

Geneseo Bookstore
Room 202, Ext. 5866

Revised 4/15
Fusion Market
Room 213, Ext 5860

Starbucks - Room 216

MAIL SERVICES

Cynthia Wood, Sr. Mail & Supply Clerk
Ronda Sick, Mail & Supply Clerk 1
Ext. 5691

STUDENT ASSOCIATION OFFICES

Executive Committee - Student Association – Rooms 314, 315, 316 & 317
Ext. 5878

Harrison Dole, Chair of Executive Committee & President of Student Association
Ext. 5878

Kate Rebban, Director of S.A. Programs, Personnel & Finance
Ext. 5878

Nancy Chirico, Administrative Assistant
Ext. 5878

Kristen Fuest, Coordinator of S.A. Graphics Service – Room 312
Ext. 5895

Technical Services – Room 306

Ticket Office – Room 102, Dianne Krenzer, Service Manager
Ext. 5873

Revised 4/15
College Registered for Student Organizations

Student Organization Definition

College Registered Student organization definition:

A college registered student organization at SUNY Geneseo is:

1.) any student-driven group whose primary membership and entire leadership consists of students currently enrolled at SUNY Geneseo and who are paying the mandatory student activity fee

2.) formed in order to contribute to the students' personal development and the advancement of the College Mission

3.) non-credit bearing

4.) officially registered by the Department of Student Life, as the Vice President of Student and Campus Life designee

The policies and procedures of SUNY Geneseo supersede any outside affiliation or inter/national entity for all organizations that have affiliations outside of Geneseo.

Registration does not imply college endorsement of the positions and views of any organization. Rather, it implies that the institution accepts the organization’s mission as educationally valid and that the organization has complied with institutional registration and continuing registration procedures.

Student groups that are formed and sponsored by academic and administrative departments, in the pursuit of research, administrative activities and academic endeavors, are not considered college registered student organization. The sponsoring academic or administrative department assumes responsibility for the group and therefore can reserve space for the group under the department's name.
Criteria for Obtaining College Registration

To ensure the educational integrity of co-curricular activities on campus, the College has developed Student Organization College Registration Procedures. To start a new student organization, please follow the procedures outlined below. Please note that Student Association funding is entirely separate from College registration. College registration allows an organization to conduct business on and off campus, using SUNY Geneseo’s name, services, equipment, and facilities.

Registration does not imply College endorsement of the positions and views of any organization. Rather, it implies that the institution accepts the organization’s mission as educationally valid, and that the organization has complied with institutional registration and continuing registration procedures.

Criteria for Application:

Students seeking to establish a new organization should verify that the proposed organization does not already exist and that it meets the necessary criteria by answering the following questions:

1. Does the proposed group support and advance the College Mission Statement? For College Mission Statement, go to [http://president.genesco.edu](http://president.genesco.edu).

2. Does the proposed organization meet a need or fill a niche not currently met or filled by college registered organizations?

3. Is the proposed group supported and organized by current registered SUNY Geneseo students who are paying the mandatory student activity fee?

4. Is College registration necessary for this organization to continue to function in accordance with campus policy?

5. Is the proposed group and/or its leaders in good standing with the College and free from judicial and academic sanctions?
How to Start a NEW Organization

- Schedule a meeting with the Coordinator of Student Organizations and Activities to discuss registration procedures and the organization’s goals. At this meeting, the organization will receive information on registration requirements. The Coordinator will also help the organization plan an interest meeting.
- Locate a College faculty or staff member willing to serve as an advisor to the organization.
- Identify SUNY Geneseo students to serve as President and Treasurer for your organization. These two positions are mandatory for the organization to be considered for registration.
- One member of the proposed organization, preferably the president, must attend 2 GOLD workshops and write journal entries. The journal entries will be submitted with the application.
- Write a constitution for the organization. (See Constitution Template online at [http://www.geneseo.edu/webfm_send/10856](http://www.geneseo.edu/webfm_send/10856))
- Proposed organizations whose activities require specialized facilities, i.e., club sports (fields, courts, etc.) musical (practice rooms), will need to contact Campus Scheduling and Events to verify availability of facilities. Written approval of permission to use facilities is required from the impacted office (i.e. Intercollegiate Sports & Recreation, Department of Music, etc.).
- Hold the organization interest meeting to gather student support. The Department of Student Life will sponsor one meeting. Must produce a sign in sheet to include interested students’ names, emails and class year. This document must be submitted with the application.
- Submit the completed application, with supporting documents, via the application process on the Department of Student Life webpage. Completed applications are accepted from the first day of class through the Friday before Spring Break and Fall Break (for Spring and Fall semesters respectively). For Master Schedule, go to [http://masterschedule.geneseo.edu](http://masterschedule.geneseo.edu). Note: Submission of application does not guarantee registration.
- The New Organization Review Committee (NORC) will review the proposed organization after Spring Break and Fall Break. The proposed organization may be asked to prepare a 5 minute presentation about the organization for NORC. At the end of the presentation, members of NORC will have the opportunity to ask questions.
- NORC will make a recommendation to the Director of Student Life. The Director will then make his recommendation to the Vice President for Student & Campus Life. The college registration process takes approximately one semester to complete.
− After a final decision is made, the president and advisor of the proposed organization will be notified by E-mail. The President will then meet with the Coordinator to discuss how to conduct business as a registered student organization.

− Once registered, the student organizations must complete the Continuing Registration process each fall semester of every academic year. A Change of Officer form must be submitted throughout the year, if necessary. Form can be found online at: [http://union.geneseo.edu](http://union.geneseo.edu).

− Proposed Greek social fraternities and sororities must be sponsored by a national group and must also obtain approval by the Inter-Greek Council or Multicultural Greek Council (whichever governance group applies) as well as obtaining College registration. The approval must be in letter form from the Fraternal Affairs Office. Proposed Greek organizations cannot participate in Rush/Recruitment until they have officially obtained college registration via a letter from Department of Student Life.

Additional Requirements for Registration

**Professional Fraternities**

− Membership must be open to all SUNY Geneseo Students

− The organization must be sponsored by a national group and must also obtain a letter of endorsement from their prospective school, i.e. School of Business

− All national requirements, including rush, pledging, bids, etc. must be clearly outlined in the organizations constitution and all national documentation must be made available to the college.

− If the proposed organization is granted registration and severs their relationship with their national group they will automatically lose college registration.

**Honor Societies**

− An honor society must have written support from an academic/college department to pursue college registration.

**Club Sports**

− A roster of at least ten members or the minimum number for that sport if it is higher than ten

− A minimum of three officers: President, Treasurer, and one additional officer
Examples of four other colleges in the area that play a like-sport
Letter of support from the Conference they wish to join
Letter of support from Director of Intercollegiate Athletics and Recreation
Conference schedule for the last two years
Outline a plan of insurance and explain how the club will afford the costs
Outline coaching plan as well as a plan to make sure coach is adequately trained
Sign a facilities user agreement

Officers of Proposed Organizations must agree to:
- Be in good academic and judicial standing with the College
- Uphold all College and State University regulations and State and Federal law
- Keep organization funds in an official depository
- Maintain accurate financial records which can be available for inspection by organization members
- Provide equal opportunity in the selection of members, assignment of privileges, and provision of all benefits and services to members.
  - There will be no discrimination on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. The only exception to this policy of open membership is that social sororities and fraternities may limit their membership by gender.

Benefits of Being College Registered

A College-registered student organization has the ability and privilege to:
- Use the College name, services, equipment, and facilities (if available)
- Solicit membership on and off-campus
- Be listed as a student organization in College publications and media
- Fundraise on and off campus with the approval of the Director of Student Life
- Reserve any room on campus for organizational activities through Campus Scheduling
- Request food orders through Campus Auxiliary Services (CAS)
- Utilize all aspects of publicity on campus in accordance with the College’s Sign and Poster Regulations
- Reserve a table at the Student Organization Expo
- Apply for programming grants through Geneseo Late Knight and Upstate Escapes
- Open a SA Non funded account, which has no fees or question of individual liability
- Apply for a SA Funded Account
- Collaborate with other student organizations on campus such as AC, KINO, AAC, etc.
- Use a campus email account and webpage
- $5 free of charge printing account each academic year

Responsibilities of College Registered Organizations, Registered student organizations are obligated to

- Abide by the organizations’ constitutions and by-laws
- Abide by all College standards and procedures governing individual student and group conduct as published in the Student Handbook and other official College publications
- Inform the Dean of Students of any student organization activities that are in violation of the organization’s constitution and by-laws or College policy

Rights of the College

- The College reserves the right to deny or withdraw official registration when, in its judgment, a student organization’s stated or actual purpose, goals and/or activities are in opposition to the mission and core values of the College, including but not limited to:
  - Organizations with discriminatory membership practices (except for fraternities and sororities (i.e. single sex groups affiliated with the national Inter-fraternity and/or Pan Hellenic Councils)
  - Groups that misrepresent or do not disclose their purpose, memberships or activities
  - Commercial groups whose purpose and activities are designed as profit-making endeavors for the benefit of their members

The College further reserves the right to:

- Regulate time, place and manner of all on-campus student activities
- Prohibit any activity that is deemed to create a clear and present danger to persons or property
- Prohibit the existence of off-campus bank accounts by all student organizations
- Impose disciplinary sanctions on student organizations in accordance with established community standards

Appeals

- Groups whose application for registration is denied may appeal to the Vice President for Student and Campus Life, whose decision will be final.
Continuing Registration For Your Organization

Procedures for continuing registration:

1. All registered student organizations must complete the Continuing Registration process during the Fall semester of each academic year in order to keep their College registration status.

2. The Continuing Registration form is available via google form on the Department of Student Life’s Student Organizations webpage. This form and the advisor signature form must be completed by the deadline. It is the responsibility of the organization to send their advisor the electronic advisor signature form via email.

3. A Continuing Registration meeting will be offered during the first few weeks of classes. One representative from the organization (preferably the organization president) must attend and complete the required tasks.

4. If your organization cannot attend any of the meetings, contact the Coordinator of Student Organizations and Activities immediately.
   - Electronically submit any changes to your organization constitution to the Coordinator of Student Organizations & Activities (barsema@geneseo.edu). If the organization is nationally affiliated, a national constitution can also be submitted along with your local constitution. However, the local constitution is your primary constitution.

Failure to complete any of the following steps will result in suspension or revocation of the organization’s College registration.

- Attend Continuing Registration meeting
- Submit a Continuing Registration form online
- Have advisor submit the advisor signature form online
- Submit an electronic copy of updated Constitution (if changes were made)

- Greek social fraternities and sororities must maintain recognition by the Inter-Greek Council (as well as completing the above procedures) in order to continue registration by the College.

If you have any questions about the Continuing Registration process, please contact the Coordinator of Student Organizations & Activities in College Union Room 305.
College Registration Policy

General Policies for College Registration and Student Organizations

A. Only officially registered student organizations may use the name of the State University of New York or the College for identification purposes, obtain organizational privileges in the use of College facilities and services, or imply College sponsorship or approval of their activities.

B. Registration (or withdrawal of registration) of an organization is an executive responsibility of the President of the College, acting on behalf of the Chancellor and trustees of the State University of New York. Responsibility for the coordination of policy development and for the administration of registration procedures in the case of organizations having students as full members is delegated to the Department of Student Life. Each decision to confer registration to new organizations includes appropriate consultation with the New Organization Review Committee. The final decision to grant or withdraw registration rests with the President of the College or his/her designee.

C. Determination of criteria for membership and for active status is the prerogative of the organization, insofar as it is consistent with State and Federal law. No organization may restrict its selection of members or assignment of voting privileges, rank, or office, on the basis of illegal differentiation or on the basis of an individual's previous affiliations. There will be no discrimination on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. The only exception to this policy of open membership is that social sororities and fraternities may limit their membership by gender. Although involuntary acceptance of members will not be required as evidence, the names, purposes, and procedures of organizations must reflect this equality of opportunity. Local units of national organizations must freely accept individual members from among the student body; outside approval may not be required.

D. Each group applying for registration must agree to uphold in the conduct of its affairs all regulations of the College and the State University of New York. Applications to the Department of Student Life for new registration or continuing registration must include the following information: (a) a brief statement of organization purpose; (b) membership requirements; (c) sources of income and costs to members; (d) identification of organizational funds depository; (e) assurance of responsible financial accounting to its membership; (f) a list of current officers with their full contact information (name, email address); (g) national or regional officer information if applicable; (h) name and contact information of faculty or staff advisor; (i) updated constitution, properly amended and ratified by the members of the organization, according to the constitution.
E. Student organization credentials are maintained by the Department of Student Life and must be renewed or updated on request. In some categories, new information will be required annually (i.e. Continuing Registration process). Failure to renew credentials or to comply with other regulations set by the College will result in temporary or permanent loss of official College registration.

F. Hazing is defined as any action taken or situation created, intentionally, whether on or off private premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. It is illegal in New York State in connection with initiations or at any other time. Organizations responsible for incidents of hazing may lose College registration and be excluded from the campus. There will be no hazing involved in the recruitment or maintenance process of membership.

G. All members agree that any involvement in an organization-sponsored activity is voluntary. All members must affirm that the organization’s executive board, advisor, and the College itself are not liable for any injury that may be incurred during any organization activity, including any events occurring off campus.

H. Student organizations bringing discredit upon themselves or the College may lose their College registration at the discretion of the President of the College.

I. Revocation of College Registration:
Any student organization that has been granted College registration and that violates its own statement of purpose and/or constitution, or fails to comply with College policies is liable to revocation of registration or other sanctions consistent with the College’s Student Code of Conduct. Complaints may be filed by or with the Dean of Students, who will review the case against the student group and decide for or against revocation of registration. The President of the College has the final authority on the revocation of registration of student organizations.

J. Affiliation Policy: To ensure the educational integrity of co-curricular activities on campus, the College has developed College Registration Procedures for Student Organizations. As stated in these procedures, “Student organizations bringing discredit upon themselves or the College may lose their registration at the discretion of the President of the College.” Upon such action, students are prohibited from affiliating with any organization or group that has had its College registration withdrawn. By affiliation is meant joining; rushing; pledging; accepting an offer of membership; residing in facilities that are owned, rented, or controlled by the group; or being involved in any activity that would normally be associated with being a member of the group.
Student Organization Constitution

Constitution Template

I. Name of Organization

II. Statement of Purpose

a. Clearly state the purpose of the organization, along with the desired future events & activities.

b. The purpose of the organization must be consistent with the mission of the College.

III. Membership

a. All members belonging to the organization named__________ agree to uphold in the conduct of our affairs all regulations of the College and the State University of New York.

b. Membership in shall be open to all currently registered students at SUNY Geneseo.

c. Associate Members - College staff and faculty, alumni and non-College persons may have associate membership status. However, they may not have voting privileges, hold office, or pay dues. Associate Members are responsible for any and all costs occurred due to their participation and involvement, and mandatory Student Activity funds and College and State funds allocated to registered student organizations cannot be used by Associate Members to support their involvement in organization activities, with the exception of the organization advisor or faculty or staff members designated by the Director of Student Life to assist organizations with their programs. Associate Members are expected to adhere to the College Visitors Policy.

d. All members agree that any involvement in an organization sponsored activity is voluntary. All members must affirm that ________________’s executive board, advisor, and the college itself are not liable for any injury that may incur during any organization activity.

e. ________________ does not discriminate on the basis of race, sex, gender identity/expression, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation.
f. Membership Eligibility requirements: Requirements cannot be based on illegal discrimination. Acceptable eligibility requirements include, but not limited to:

1) Interest in a Subject, Special qualifications, Completion of training, Paying dues

g. Hazing means any act, explicit or implicit, committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization or team and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student, regardless of the person's willingness to participate. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts.

(Approved by College Council Feb. 17, 2012)

Organizations responsible for incidents of hazing may lose College registration and be excluded from the campus. There will be no hazing involved in the recruitment or maintenance process of membership.

h. Voting privileges shall be granted to currently registered students at SUNY Geneseo: (Requirements for voting privileges may be used for eligibility but cannot be based on illegal discrimination.)

i. The responsibilities of all members shall include:

Acceptable responsibilities include, but not limited to: Attendance, participation, payment of dues, no probation or suspension, etc.

j. Dues: Will there be dues? How will they be determined? What will be the procedure to collect dues? If someone wants to join half-way through the semester, will the dues be less for that person?

IV. Officers

a. Titles of officers

b. Qualifications

c. Duties

d. Procedures for removal/impeachment from office: If an officer of ________________ is thought to not be fulfilling their duties as described in the constitution any member of the club may bring it to the attention of the other officers. The officer being considered for
impeachment must be notified and given the opportunity to defend their position to the club. If 2/3 of the members vote in favor of impeachment, then the officer will be removed. The advisor must oversee all impeachment proceedings.

e. Procedures for filling a vacancy: *How is this determined, who will be notified, how will voting occur?*

V. Elections

a. Who is eligible to run: Only full-time, fee paying students may serve as officers

b. How nominations will be made

c. When elections will be held

d. How elections will run (voting)

VI. Advisor

a. How advisor will be chosen

b. Qualifications

c. Expectations of the advisor: attending meetings? Reading minutes? Coming to events?

   Advisor has no voting rights but has veto power for events or activities that directly violate College policy.

d. Procedures for changing advisors: *How will this be determined and how will voting occur?*

VII. Meetings

a. When, how frequent, and where will meetings will take place (based on space availability)

b. Method of informing members of meetings must be clearly stated.

c. How many members necessary to conduct business
VIII. Finances

a. Who is responsible for handling the budget

b. Where are the funds deposited (SA funded account (if applicable), SA Non-funded account, Bank, or Credit Union)

c. How funds will be administered

IX. Committees (if applicable)

a. Procedure of appointment

b. What committees will be part of the organization

c. Committee responsibilities

X. Affiliation Clause (if applicable)

a. If the organization is affiliated with a local, regional, or national organization, the constitution must clearly read, “When in conflict, SUNY Geneseo policy will supersede the policies of __________.”

b. Briefly describe the affiliation.

XI. Liability and Travel

a. Before each event requiring student transportation:
   1. A travel form must be filled out online prior to travel
   2. Drivers and Passengers must sign and submit “Student Organization Request for Travel” form
      i. These form must be submitted to the Department of Student Life prior to travel.

b. (only use If applicable) At the beginning of each academic year, or upon joining __________organization, members must sign a liability waiver and return it to the Department of Student Life.

XII. Amendments

a. How the constitution can be amended
b. How many votes of the active membership are needed to pass the amendment

XIII. Ratification

a. How the new constitution (as it presently reads) will go into effect

b. Updated constitution must be submitted to the Department of Student Life

**Why do we have a constitution?**

Every registered organization on campus is required to have both a hard copy and an electronic copy of their current constitution on file with the Department of Student Life. When amendments or changes are made, a new copy of the constitution must be given to the Department of Student Life.

The constitution and/or by-laws of an organization shall contain(s) the rules that govern the action and activities of the group. The document(s) should:

- State the purpose of the organization
- Define the characteristics of the organization and criteria for membership
- Prescribe how the group functions and identify the parliamentary procedure by which business will be conducted
- Include all rules that the group considers so important that they (a) cannot be changed without previous notice to the members and the vote of a specified large majority (such a two-thirds vote), and (b) cannot be suspended
- State the rights of members of the organization whether present or absent from a meeting and the limitations placed on the powers of the members attending a meeting
- Include statement “We agree to uphold in the conduct of our affairs all regulations of the College and the State University of New York.”
Advisors for Student Organizations

Advisor Selection:

- The advisor of an organization must be a faculty or staff member of SUNY Geneseo or otherwise approved by the Department of Student Life. Emeriti are acceptable advisors.
- Advisors or an approved substitute may be nominated by the student organization. In some cases, such as departmental organizations, the department will suggest available names for advisors.
- Organizations seeking advice on advisor selection should consult the Department of Student Life.
- It should be understood that the advisor does not necessarily adhere to the political or social views of the organization(s) he advises.

Advisor Functions:

- The primary function of an advisor to an organization is that of consultant. When present at meetings and working with students, the advisor should perform in a consultative role.
- The organization must give the advisor the opportunity to work with it, to be familiar with its program & members, and to think of him/herself as part of the organization.
- An organization may determine further responsibilities of the advisor. Some advisors may work more closely with an organization.
- The advisor may:
  - Assist the organization in evaluating its strengths and weaknesses
  - Give the organization continuity, that is otherwise difficult to maintain with a constant turnover in student officers
  - Join organizations at both on and off campus activities
  - It is not mandatory for advisors to attend all meetings. However, it is strongly encouraged that advisors attend as many meetings as deemed appropriate by the organization and the advisor's professional commitments. An advisor will contribute his/her time and service as permitted by proper attention to his/her primary responsibility, his/her professional work
  - All student organization advisors are considered “Campus Security Authorities” (mandated reporters). A “Campus Security Authority” is a college official who has significant responsibility for student and campus activities. The Student Right to Know and Campus Security Act of 1990 (Clery Act), requires colleges that receive federal financial aid to report the occurrence of certain criminal offenses that are reported to local police agencies or any official of the college who is defined as a “Campus Security Authority” (mandated reporter). Criminal offenses required to be reported are: murder and non-negligent manslaughter, negligent manslaughter, sex
offenses broken down by forcible sex offenses (includes rape) and non-forcible sex offenses (incest and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, arson, arrests for liquor, weapon and drug violations, date of the incident. As “Campus Security Authority” (mandated reporter) the advisor must report the details of the incident; what, where and when the incident occurred; who was involved is helpful but not mandatory; and the location of the incident to University Police and/or the Dean of Students.

**Relationship of Advisor to the Department of Student Life:**

- Once a year, in the Fall semester, advisors will need to complete and submit an advisor signature form, stating their approval to continue as Advisor for the student organization.
- Advisors are urged to talk with the Department of Student Life whenever they wish to explore further any matter which pertains to the particular organization.
- The advisor may act as the liaison between the organization and the Department of Student Life. The advisor should assure that college policy is properly interpreted and implemented by the organization.
- The Department of Student Life will assist the advisor and/or organization with any problem or event.

*Please see the Advisor Handbook for more information on faculty/staff advisors of student organizations.*
Event Planning & Assistance

The Department of Student Life can help you program for your events. Talk to the Coordinator of Student Programs & Activities if you need assistance planning your event, finding a band, speaker, film, or other type of entertainment. The Coordinator of Student Programs & Activities can help you arrange for technical equipment (SA Tech- Lighting, Sound, etc) and give advice on setting up your event. For a SA Tech services request form and other related information, please go to: www.geneseo.edu/~techserv.

CONTRACTS:

A. Sponsorship of Commercial Activity for Educational Purposes (with no gain or profit to the organization): A commercial activity sponsored by a College organization, at no cost to the organization with all expenses handled by the commercial vendor, will be approved by the Director of Student Life on an individual basis. Consideration will be given if: a) the activity is free to the College community b) the College organization presents proof of the activity’s legitimacy c) the organization presents a rationale stating that the activity will enhance the College community educationally or culturally d) the activity will not conflict with the College’s agreement with Campus Auxiliary Services e) advertisement/publicity/promotional vehicles will be submitted to the Director of Student Life prior to approval of activity.

B. Contract / Rider (Artist Agreements): If you are having an event on campus for which you hire entertainers, speakers, or the like, you must have a contract with the performer. The contract is for your protection and in many cases a rider may also be necessary. A rider is an extension of the contract which contains additional requests or demands that a performer may have for the performance. The rider is attached to the contract. If your organization is SA funded, you should make an appointment with the SA President to discuss the event and any contracts that may be needed. The contract is reviewed to be sure that: (1) the College will be able to provide facilities and services as stated therein; and (2) it does not otherwise obligate the College to the Performer. It is the student organization's responsibility to be sure that obligations are met, including any financial commitments. It is important that the student organization is careful not to enter into a verbal agreement with any agency until they, as a group, have reviewed all aspects of the event and the contract. A student should never sign a contract without Department of Student Life review to ensure no personal liability on individual parts.

Any contract that is to be entered into by a Student Association-funded organization must be reviewed by the Director of Student Life and signed by the President of the Student Association. Individual students of a Student Association-funded organization have no
authority to sign a contract or enter into a verbal agreement with any agency. The Student Association accepts no responsibility or liability for contracts entered into by any of its funded organizations that do not follow these policies and procedures. In addition, the Student Association may take action against an organization, including withdrawing it’s funding, if that organization fails to follow the policies and procedures regarding contracts. Moreover, it is likely that the individuals who have entered into a contract will be personally obligated to meet the terms of the agreement.

C. Contract Procedure (for organizations funded by SA):

1. Make an appointment with SA to discuss the activity and obtain a contract & rider at least a month (30 days) in advance.
2. Make an appointment with a SA student tech director to discuss technical requirements, building overtime, and set-up/take-down costs at this meeting (SA Tech).
3. Be sure you have a reservation for the location of your event (through Campus Scheduling).
4. Check with your treasurer and be sure you have sufficient money in your account.
5. Complete all information on contract and rider and obtain appropriate signatures.
6. Give a copy of your contract to your treasurer who will prepare a check request if necessary. Please allow 2 weeks for the check to be prepared.
7. Be sure to mail or give check to entertainer after the event.

D. Contract Procedure (for organizations NOT funded by SA): Any contract that is to be entered into by a SUNY Geneseo student organization that is not funded by the Student Association must be reviewed by the Director of Student Life for the benefit of the student organization. The College assumes no responsibility or liability for contracts entered into by the organization. Student organizations should keep in mind that the College assumes no responsibility or liability for events held off campus. Any activities by student groups beyond the campus proper are the responsibility of the individual students and not of the campus administration.

PUBLICITY AND PROMOTION for Co-Curricular Activities:

Most of the publicity ideas outlined below relate to general campus policies and the College Union. There are numerous creative and effective publicity options for an organization. They include:

- Word of mouth
- Community service announcements on WGSU-FM
- Advertisements on GSTV
student organizations

- Submissions to The Lamron for "Goings-On" (free)
- Paid advertisements in The Lamron
- Flyers submitted to Inter-Residence Council (IRC) reps
- Flyers submitted to Residence Life (Schrader 131) that will be distributed to every hall.
- Submissions to whatsup-l@geneseo.edu (student distribution list for upcoming events), events-L@geneseo.edu or recognizedstudentorgs-L@geneseo.edu (distribution list for all registered student organizations)
- Organization web pages, designed by each organization to promote their events and information
- Organization Facebook pages, designed by each organization
- Flyers for approved general bulletin boards
- Request to use a College Union bulletin board
- College Union lobby information tables
- Painted wall outside College Union
- Painted windows in the College Union
- College Union Chalkboards

For further information and advice on publicity (on and off campus), please contact the Department of Student Life, CU 321. **Publicity for upcoming events or activities should only be circulated or posted after the event reservations have been confirmed and the Fundraising Permission Application Request Form has been approved.**

**A. Publicity Requests:**

To request publicity within the College Union, please follow the publicity request tutorial procedure available at [http://union.geneseo.edu](http://union.geneseo.edu). If an organization does not use the publicity form that they requested (i.e. Painted Wall) within 2 days, they will forfeit their right to publicize there. The space will be given to the next requesting organization. Posters and other forms of publicity may not be placed in the College Union without approval of the Department of Student Life or a Union Manager. To request any kind of publicity in the College Union, submit a Publicity Request Form online. All publicity reservations (except for lobby tables) may be made for one week unless special approval has been obtained from the Department of Student Life. Posting in dining facilities must be approved by the manager of each dining hall facility (including the Fushion Market) and approval for posting in other campus buildings must be obtained from those buildings. Unauthorized forms of publicity will be removed.

**B. Defacement of Property:**

Painting or writing (i.e. chalk) on any building or any other property on campus, except for designated chalk boards, windows, and walls, is not allowed. This is defacement of property...
and could result in disciplinary action against the individual or organization responsible or could result in a charge-back for the cost of removal.

C. **Publicity Guidelines and Policies for the College Union:**

Events publicized must be on-campus events unless specific permission has been obtained in writing from the Director of Student Life. The College Union offers the following methods for publicity: posters, bulletin boards, the wall (outside near Sturges), union windows, and lobby table reservations. General policy allows for the posting of campus events by registered college organizations. **Off-campus commercial advertising is not permitted.** Such off-campus businesses can make arrangements for paid advertising space in The Lamron. Click on the link to the complete policy on Sign and Poster Regulation [http://www.geneseo.edu/CMS/display.php?page=908&dpt=vpadmin](http://www.geneseo.edu/CMS/display.php?page=908&dpt=vpadmin).

1. **Duplicating Center**
   Located in Welles 13, phone ext. 5636, the duplicating center provides a variety of copy services. A list of these services and prices are available in Welles 13.

2. **Student Association Graphics Coordinator Service**
   SA Graphics is a graphic design office on the campus of SUNY Geneseo that works to develop professional and creative advertising materials for students, student groups, and departments on campus at a reduced cost. The SA Graphics Coordinator can design fliers, logos, brochures, posters or other publicity. To begin a project, you may fill out an order form on the SA Graphics website or contact the Coordinator. The graphics office is near the SA office, in CU room 312. Website: [http://sagraphics.geneseo.edu](http://sagraphics.geneseo.edu)

3. **Lobby Tables**
   Organizations may schedule and reserve lobby tables for up to one week online through the EMS system at [ems.geneseo.edu](http://ems.geneseo.edu). Daily hours for the use of tables are from 11:00am - 5:00pm. Organizations are expected to clean up their reserved area when leaving - i.e., put all trash in the trash cans, cans/bottles in recycling bin, etc. Organizations not adhering to this may lose future privileges in reserving table/lobby space and pay a fine.

4. **Materials for posting**
   Posters/Flyers - No more than 2 posters per event may be posted in the Union; posting time is up to two (2) weeks. All materials to be posted in the Union must be stamped by staff in CU Room 321 before being put on bulletin boards. Materials not stamped will be removed. Materials may not be posted on CU doors, walls or windows. Only registered student organizations and departments with events properly scheduled and reserved may publicize in the College Union. The Department of Student Life cannot be responsible for lost or damaged publicity.
5. **Painted Wall**
   The wall is located outside the east exit of the MacVittie College Union toward Sturges. The wall space is to be reserved (for up to one week). Wall space is 1/2 of the wall with reserved side marked as A and B. Only registered student organizations and registered events will be allowed to use the wall as a site for publicizing events. **Only the water-base paint supplied by the Department of Student Life may be used.** The organization is required to clean up any paint spills and drips. Brushes and other equipment may be cleaned in the maintenance closet in the College Union, Room 318, not in the restrooms. From Thanksgiving Break to Spring Break, organizations must refrain from painting the wall; however, organizations are allowed to display any advertisements on a sheet, which is to be supplied by the organization itself. All sheets must be submitted to CU 321 for installation. Any disputes or discrepancies will be arbitrated by the designated staff in the Department of Student Life.

6. **Taping**
   Flyers may not be taped to any surface in MacVittie College Union, with the exception of the designated lobby wall area while tabling there (not on Geneseo Mural). These must be removed at end of day. Any organization taping up flyers will be subject to charges for the removal of the flyer or repair of the surface.

**PROGRAMMING GRANTS**

1. Geneseo Late Knight Programming Grant:
   a. Geneseo Late Knight is regularly scheduled, quality late-night entertainment every Friday and Saturday night during the prime social times of 10:00 pm – 2:00 am. GLK also does programming on some Thursday nights from 7pm-11pm. GLK provides opportunities for students to have fun, gain unique and exciting experiences in programming, leadership development and responsible social interaction. Late Knight offers a variety of programs such as live entertainment, recreational sports, movies, dances, arts and crafts and many other social events catering to the interests of a diverse student population. GLK is funded in part by mandatory student activity fees and the Division of Student and Campus Life.
   b. Any fee paying student and/or registered student organization may sponsor a Late Knight event by applying for a Late Knight programming grant. To apply, please contact the Late Knight Coordinator in CU 303 or complete the application online at: [http://glk.genesee.edu](http://glk.genesee.edu)
2. Upstate Escapes Grant:
   a. Any registered student organization may apply for an Upstate Escapes grant. Upstate Escapes Grant Program offers student organizations, faculty, and staff up to $400 to help fund transportation costs for cultural, recreational, social, and educational trips that expand on students’ classroom learning and foster relationships between peers. To Apply, please complete the application online at: https://www.geneseo.edu/union/upstate_escape_grants

3. Weeks of Welcome Grants:
   a. The Department of Student Life is responsible for coordinating the programming for the first month which provides for a welcoming, interesting and enjoyable start to the fall semester. Weeks of Welcome is designed to include events sponsored by departments and student organizations across the entire campus community. The events are both educational and social in nature. Student organizations are encouraged to apply for WOW programming grants, available through Student Life. http://wow.geneseo.edu

RESERVATIONS

1. How to Reserve a Room on Campus:
   a. Registered student organizations may reserve rooms on campus by completing room reservation requests available in the office of Campus Scheduling and Special Events, Erwin 23 or online at http://events.geneseo.edu.
   b. The Department of Student Life does not handle reservations within the College Union. Please refer to the Campus Scheduling and Special Events homepage for further information regarding campus room reservations: http://www.geneseo.edu/CMS/display.php?dpt=csse
   c. Regular meetings, study hours, etc.: A student organization may complete a Student Organization Reservation Request for the first and second semesters at the beginning of classes in August. There will still be a one-week turnaround time for reservation requests (longer for initial requests at beginning of year), so advance planning is important. Those groups requesting rooms in academic buildings may only request for the first semester. Requests for the spring semester may be made at the beginning of that semester. All reservations made by a College registered student organization must be for the direct purpose of conducting business or activities that are congruent with the organization’s mission and constitution.
   d. Reservations for the following year: A student organization wishing to make a room reservation for an event or activity for the following school year must submit the request form after mid April. Reservations will not be accepted prior to that date.
   e. Reservations during finals: Student organizations may not make room reservations or conduct formalized activities after the last day of class of each
semester, per the academic schedule, without the approval of the Director of Student Life.

2. Procedures Specific to the MacVittie College Union
   a. A short notice reservation permits College Registered student organizations to request a last-minute meeting in a College Union conference-style meeting room that has not previously been reserved. Short notice reservations should not take the place of making regular room reservations with Campus Scheduling and Events. Short notice request forms are available at the College Union Manager’s office, CU Room 321. This is only for and can only be made after 3:30pm on the day of the event (or on weekends). Short notice reservations cannot have special setups, special audio/visual equipment, or catering.
   b. All scheduled events in the MacVittie College Union must end at least one-half hour before the reservation ends or the building closes to permit cleanup by the sponsoring organization. Any event not held within building hours must have special permission from the Director of Student Life (or designated staff), CU 306, and there will be a charge for building supervision outside of regular hours. Building event hours may be extended to 2:00 am on Friday and Saturday evenings with approval of the Director of Student Life. Overnight hours may be granted with approval; however there is a limitation of 2 times per semester.
   c. Department of Student Life staff reserves the right to control the sound levels of events in the MacVittie College Union.
   d. The distribution of leaflets, handbills, samples and other materials in the MacVittie College Union may occur only in a reserved area. When distribution is over, the organization is responsible for picking up any materials thrown on the floors throughout the building.
   e. Every effort is made to reserve the type of room requested. Please be sure to read the printed confirmation to ascertain the exact room assigned to your organization. It also may be necessary to relocate a function in order to best use the facilities available. If this is necessary, all parties will be notified as far in advance as possible.
   f. Technical services, Ballroom setup, and food services involve direct charges to organization/individual placing the reservation.
   g. Individuals and Organizations are expected to leave the space they reserved and utilized with the same setup and in the same condition as they found it at the beginning of their reservation.

OFF CAMPUS EVENTS

In order to provide a comprehensive educational program including both co-curricular and extra-curricular activities, the College sponsors many programs and activities, including off-campus
social, cultural, and civic events that are a significant part of the college experience. While unlikely, involvement in activities such as these could potentially result in personal injury, loss of personal property, or both. The College is unable to assume the risk of injury or loss to individuals involved in College sponsored co-curricular and extra-curricular activities and events.

1. Travel
   - Travel to and from these programs and events, and participation in these programs and events is understood to be voluntary and the participants assume all risk of personal injury, loss of property, and or any other type of loss. It is to be understood that any participant in a co-curricular or extra-curricular activity sponsored by SUNY Geneseo releases the College and its agents from any and all actions, causes of action, claims, demands, damages, costs, loss of services, and expenses on account of or stemming from personal injuries or property damages or losses of any kind while the participant is traveling to and from or engaged in any such activity, whether on or off campus.

2. Required Documentation
   - Each member of the organization going on the trip must complete and submit the electronic ‘Student Organization Request for Travel Form’ three days prior to travel.

ON CAMPUS EVENTS


1. The Department of Student Life wants your programs to be fun, educational, interactive and successful. The staff believes that student involvement on campus is an essential ingredient for a college campus. To ensure successful and safe events on campus, the following guidelines have been established.

   a. **If your organization is planning an event on campus, and the event falls into any of the categories listed below, you must make an appointment to meet with the Director of Student Life at least three (3) weeks prior to the event.** At that time you should be prepared to discuss the details for the event.

   b. **Event Categories:**
      i. Number of attendees is over 100.
      ii. Your event will require a late night closing after building hours.
      iii. You have invited off-campus guests or off-campus guests will be in attendance.
      iv. You are having a performer and a contract is required.
      v. You are having food at your event.
      vi. You have a complicated setup or need special equipment.
      vii. Event is to be held outdoors.
2. In accordance with campus guidelines, the following policies are reiterated for student organizations in planning an event
   a. Late night events should be limited to Friday or Saturday nights unless special permission is granted by the Director of Student Life and Student Association.
   b. Events will end at 2:00am. Groups may get permission to have events extended to 3:00am, but must stop admitting new guests at 2:00am as the building will be locked at that time.
   c. Building/event hours may be extended to 2:00am on Friday and Saturday evenings with approval of the Director of Student Life. Overnight hours may be granted with approval; however these are limited to 2 per semester, per organization.
   d. After details of the event have been reviewed by the Director of Student Life and the students, additional University Police officers may be required. The officer(s) will be located either near the facility or at the event, depending on the request of the student organization.
   e. A professional staff member (such as an advisor or resident director) may also be required to attend the event. College staff and faculty are always welcome to attend all programs.
   f. On the night of the event, the sponsoring organization officers, building manager, and other required staff members should meet one hour prior to the event to discuss final arrangements.
   g. The student organization sponsoring the event may be held responsible for any damages to a room or equipment.
   h. Student organizations should have a security plan for monitoring the doors and taking tickets to ensure the safety of all attendees.
   i. In cases where off-campus guests have been invited to attend the event, the sponsoring organization is responsible for the care and safety of all campus residents and their guests. All policies and procedures stated in the Student Organization Handbook must be upheld at the event. Student organizations and their guests failing to follow these procedures could jeopardize their College registration.

CALENDAR OF EVENTS

For an up-to-date listing of all scheduled campus events check the Events Management System, http://events.geneseeo.edu.

For a listing of events only in the College Union, please go to the College Union homepage: http://union.geneseeo.edu.
Funding/Fundraising

REVENUE AND STUDENT ASSOCIATION FUNDS

1. Procedure for Obtaining Student Association Funds- See details at http://sa.geneseo.edu
   - Student Association funding is entirely separate from College registration.
   - An organization wishing to be funded by the Student Association (monies from mandatory student activities fees) must be registered by the College and follow the guidelines as stated in the Student Association Financial Policy.
   - The organization must then also have the following provisions included in its constitution:
     - Only full-time and part-time fee-paying undergraduate students at SUNY Geneseo may be voting members of the organizations.
     - Any voting member of the organization may be elected as an officer of the organization.
     - Officers of the organization must be elected by the voting members of the organizations only when a majority of their members are present.
     - New officers must be elected in the previous semester prior to their assuming office.
     - Time and place for meetings should be regular and scheduled.

2. Revenue
   - Any organization which receives financial funding from the Student Association must maintain all of its fund deposits, regardless of source, in an account administered on campus by the Student Association.
   - Organizations not funded by the Student Association must register the information regarding location of organization funds depository with the Department of Student Life. Organizations are strongly encouraged to setup a Student Association Non-funded account in the name of the organization. Due to personal liability, student organizations are advised against opening a depository account at a local bank in the name of the organization advisor or officer. Due to tax liability, student organizations are advised against using or setting up an online payment service in the name of any members or advisor to collect funds.

FUNDRAISING

All fundraising activities must fall within the Department of Student Life guidelines and any other campus regulations such as College guidelines on the use of the name or logo. For a fundraising request form or fundraising ideas, please go to the College Unions website at: http://union.geneseo.edu. The process will be completely filled out online at the same site. For more information please visit, College Union room 321 or call x5851.
1. Policy:
   • Fundraising is permitted for direct program costs, the internal operations of College organizations, or contributions to non-profit, external political and charitable organizations. Fundraising done through an outside vendor (non-charity) must be limited to the College Union Lobby. A Geneseo student, faculty or staff member must be present at all times, although campus guests may assist. For off-campus fundraising, village rules may apply. Student organizations are responsible to contact village authorities for current rules.

2. Procedures:
   • Each fundraising activity must be approved by the Director of Student Life and conducted in the location assigned.
   • Apply at least seven days in advance by filling out a Fundraising Permission Application Request Form online at http://union.geneseo.edu
   • **Fundraisers must be approved before the arrangements are made and/or the fundraiser is held.**
   • Permission will be granted or denied in an email response from the Director of Student Life, and the approval must be shown on request to anyone who asks for proof of permission.
   • All SA-funded organizations must also fill out and submit a SA fundraiser form.
   • **Within ten days of the collection or activity, all organizations (including SA funded organizations) must submit a copy of the deposit or disbursement of monies received during the fundraiser to the Department of Student Life, CU 321.** The organization may not apply for another fundraiser until receipt of a previous fundraiser is received by a Department of Student Life staff member.
   • **Acceptable documentation for fundraisers are** letters from charitable organizations that indicate the amount that was donated, receipts indicating totals spent and received, a copy of a check with the amount donated, or a deposit slip with amount deposited to your account whether funded or non-funded accounts.
   • **Failure to submit fundraising documentation (within the designated time frame) more than twice a semester may result in the organization losing future fundraising privileges for the following semester.**

3. Prohibited Fundraising
   • Raffles and games of chance are strictly prohibited as a form of fundraising. Raffle tickets of any kind may NOT be sold as a fundraising activity. Only games of skill are permitted after consultation with the Director of Student Life. Give-a-ways are permitted.
   • Bake sales of any kind are strictly prohibited.
4. Solicitation

- Solicitation for personal gain or profit by individuals and profit-making organizations is prohibited by state regulations. Solicitation for charities in residence halls, sorority houses, or fraternity houses require permission also from the governing body of the group involved; the activity will be limited to public areas and excluded from rooms and corridors. Organizations conducting charity drives must receive, in addition to college permission, specific permission to solicit within particular campus buildings from the administrators responsible for those buildings.

5. Sponsorship of Commercial Activity for Fundraising Purposes

- Sponsoring a commercial activity (using an outside vendor) will be approved on an individual basis by the Director of Student Life. This commercial activity will in some way contribute to the College organization treasury and be handled by the College organization. Consideration for sponsoring commercial activity by a College organization will be given only if: a) the organization presents proof of the activity's legitimacy b) the organization presents a rationale stating that the activity will enhance the College community educationally or culturally c) the activity will not conflict with the College's agreement with Campus Auxiliary Services and d) advertisement/publicity/promotion will be submitted to Director of Student Life prior to approval of event.
Services and Policies for Student Organizations

AUDIO-VISUAL EQUIPMENT

1. The MacVittie College Union (often abbreviated as “CU” or “MCU”) offers a variety of A-V equipment, including video projector, portable screens, lecterns, televisions, and DVD players for use in the building. These items can be requested for use when making room reservation arrangements through Campus Scheduling and Special Events. All requests must be made seven days in advance and are subject to availability. Specific questions should be addressed with a College Union Manager. There is no charge for the use of A-V equipment.

BUILDING HOURS AND SUPERVISION

1. During the academic year while the College is in regular session the College Union building hours are:
   a. Monday through Thursday: 7:30am-11:00pm
      Friday: 7:30am-2:00am
      Saturday: 10:00am-2:00am
      Sunday: Noon-11:00pm

2. During the summer (starting the third week of May and running through the third week of August) the College Union building hours are:
   a. Monday through Friday: 8:00am-5:00pm
      Saturday and Sunday: Closed

3. A trained building supervisor is required to be on duty whenever the College Union is open. There is no charge for building supervision during regular building hours. There is, however, an hourly charge for building supervision when extended hours are requested.
   a. College registered organizations, College departments, and outside conferences that request hours will be charged as follows:
      i. Student Organizations and College Departments $12/hour
      ii. Outside conferences (orgs. not affiliated with the College) $14/hour
   b. When the College is not in regular session, building coverage beyond the regular building hours is dependent upon student staff availability.

4. Overnight hours for registered student organizations may be granted with approval from the Director of Student Life. There is a limit of two overnights per semester per student organization. Campus Scheduling and Special Events will contact the Director of Student Life for approval once the registered organization has made their request through Campus Scheduling and Special Events.
   a. College registered student organizations, College departments, and outside conferences will be billed by Campus Scheduling and Special Events for the building managers extended hours.
5. Organizations may also reserve meeting rooms after 3:30pm, through the Union Manager by asking for a Short Notice Room Request. Please refer to the Short Notice Policy in Section XXII, B.

CONCIERGE DESK

1. The College Union Concierge Desk is located in CU 102 and serves as a resource for events, services and offices in the MacVittie College Union. The Concierge offers the following services to Student Organizations: key sign outs for office space and organization storage space, laptop sign outs, chalk, paints for painted wall and windows.

COPA, COMPUTING POLICIES, LISTSERVS

1. COMPUTER/PROJECT AREA (COPA)
   a. This area is equipped with PC computers, a color print and a black and white printer for student use.

2. COMPUTING POLICIES and LISTSERVS
   a. General Email and Web Page:
      i. College registered clubs and student organizations may be issued user accounts. Faculty advisors shall designate a particular person(s) authorized to act on behalf of the club or organization. This person(s) is responsible for all activity on the account and will be subject to College disciplinary procedures for misuse. For the most up-to-date policies, please contact the C.I.T. Help Desk at http://helpdesk.geneseo.edu or x5588
   b. Whatsup-L Listserv:
      i. WhatsUp is a daily listing email that is sent out Tuesday through Saturday to all subscribing students to let them know “whats up”. Organizations officially affiliated with the College may submit event information for posting upcoming events to whatsup-l@geneseo.edu. The following are the guidelines for submissions to Whats Up:
         1. All posted events must follow College policies and state and federal laws and regulations.
         2. All postings must come from Geneseo email accounts
         3. All postings must be sent in plain text format.
         4. Postings cannot contain any material that constitutes or contains advertising or any solicitation of product or services in exchange for personal financial or political gain.
         5. Advertising of events or activities that promote the use of alcoholic beverages and/or illicit drugs is prohibited.
         6. Solicitation, personal type postings, and lost and found postings are prohibited.
7. Off-campus events may be posted only if the event is accessible to the College community and directly related to or would benefit the College and/or the College’s Mission and Goals.
8. DO NOT submit multiple postings of the same event on the same day.
9. DO NOT send attachments to WhatsUp-L@geneseo.edu.

   c. Recognizedstudentorgs-L Listserv:
   i. This listserv is a resource for registered student organizations. It exists to facilitate communication between registered student organizations at Geneseo and with the Geneseo community. The same guidelines for submissions to Whatsup-L listserv apply to the Recognizedstudentorgs-L listserv.

FIRE SAFETY AND REGULATIONS

1. Open Flames, Fog Machines, etc.
   a. It is very important that all aspects of an event comply with fire and safety codes. Open flames and pyrotechnics are prohibited (i.e. fire juggling, special effects used in theatrical productions). Smoke or fog machine use must be discussed with the Director of Student Life before the event. Candles may be used only when they are placed on tables and not carried around. Such candles must be in holders (e.g., glass chimneys) which will contain both the flame and the hot wax.

2. Holiday Decorations
   a. Only fire-retardant, artificial items may be used in decorating. If in doubt about fire-retardant materials, see the Associate Director of Facilities Services in Clark Service Building, phone ext. 5662.

HAZING

1. Definition:
   a. Hazing means any act, explicit or implicit, committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization or team and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student, regardless of the person's willingness to participate. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts.

   Approved by the College Council 2/17/12

2. Hazing:
   a. Hazing in any form is prohibited by the SUNY Geneseo Student Handbook and will not be permitted in any registered student organization. Any organization found
conducting hazing activities will lose their registration immediately until further notice. For more information on the SUNY Geneseo hazing policy, please go to: http://www.geneseo.edu/CMS/display.php?page=4974&dpt=studenthandbook#hazingpolicy

KNIGHTSPOT

1. The Knight Spot is located in Blake A in the Sturges Quad. The Knight Spot may be reserved by any registered student organization or College department.

To reserve the Knightspot please contact the Office of Campus Scheduling and Events by calling ext. 5500.

The Knight Spot features a professional DJ booth, large dance floor, high-end sound & lighting, and upscale café–style furniture with lounge. The Knight Spot is open to all members of the College community and their guests.

LICENSING OF LOGO AND IMAGES

1. Student organizations who wish to imprint products that identify SUNY Geneseo may do so, but for questions relating to their use, please contact the Director of Design and Publications, Doty Hall 231, phone ext. 5297.

MANAGER ASSISTANTS AND UNION MANAGERS

1. Manager Assistants (MAs)
   a. MAs provide information for people in the building, open doors for scheduled meetings and make periodic rounds for security and communication purposes with other College Union employees. The Manager Assistant desk is located in CU 321. A Manager Assistant is on duty weekdays and weekends.

2. Union Managers
   a. Managers are students responsible for evening and weekend supervision of the College Union. The Manager's Office is Room 321. A manager is on duty from 3:30pm until closing on weekdays and during all building hours both Saturdays and Sundays. The Union Managers handle publicity and approval for posters after 3:30 pm on weekdays and both days on the weekend.
ORGANIZATION OFFICE SPACE AND STORAGE SPACE

1. Office Space
   a. There is an application process available to all registered student organizations to obtain office space in the College Union. At the end of the spring semester, applications are available online (knightlink.genesee.edu) to apply for office space use for the following academic calendar year. Offices (CU 307, 308, 309, 310, 314, 115A, 115B, 115C) are available for student organization use and are each shared by two/three different organizations. Four offices (MOSAIC 130 A,C,D,E) are available for cultural student organization use and are each shared by two/three different organizations.

2. Storage Room
   a. The Storage Room (CU 130B) is available to all registered student organizations. To request the use of the storage room, contact the Coordinator of Student Organizations & Campus Activities in CU 305. To access the room key, please see a staff member in the Concierge Desk (CU 102).

PUBLIC VIEWING OF A MOVIE

*PLEASE CONTACT THE DIRECTOR OF STUDENT LIFE IN CU 306 WITH ANY QUESTIONS NOT ANSWERED BELOW REGARDING PUBLIC VIEWING OF A MOVIE

1. Licensing
   a. A license is required for any public showing of a pre-recorded film. Pre-recorded home videocassettes and DVDs that are available for personal rental or retail purchase provide the renter or buyer the right to exhibit the movie for home use only. These motion pictures do not include a license for showing outside one's home. Even personally-owned copies and “home use” versions of films obtained from video retailers are not cleared for public performance use because proper licensing fees to the copyright owners have not been paid for such use. You can find the complete law on film copyrights in the U.S. Copyright code, title 17, found at: www.copyright.gov/title17.

2. There are three exceptions under Copyright Law:
   a. Educator’s Performance Rights: There is a clause in the U.S. Copyright Law which gives exemption to the law through the Educator’s Performance Rights. ALL six of the qualifications below must be met in order to show a film using the Educator’s Performance Rights.
      i. Performances and displays of audiovisual works must be made from legitimate copies;
ii. Performances and displays must be part of a systematic course of instruction and not for the entertainment, recreation, or cultural value of any part of the audience;

iii. Performances and displays must be given by the instructors or pupils;

iv. Performances and displays must be given in classrooms or other places devoted to instruction;

v. Performances and displays must be part of the teaching activities of non-profit educational institutions; and

vi. Attendance is limited to the instructors, pupils, and guest lecturers.

b. **Public Domain:** There are some films which fall under “public domain” and are not subject to licensing. You can find a complete listing of such films at [www.fesfilms.com/masters.html](http://www.fesfilms.com/masters.html). Most of these films are pre-1950.

c. **Short Clips:** Showing a short clip less than 15 seconds from any movie can be done without acquiring a license. Any clip longer than 15 seconds requires appropriate permission and licensing.

3. In order to legally show a film publicly on campus, a person must do one of the following:

   a. Contact a motion picture distribution company such as Swank Motion Pictures, Inc or Criterion and pay the appropriate fee to acquire the rights to show a particular film. The fee will vary depending on the film. Requests should be submitted at least 6 weeks in advance to ensure its availability in the desired format (DVD or VHS).

   b. Find out who owns the rights to the film you wish to exhibit and contact them to request use of the film. You can find this information at [www.imdb.com](http://www.imdb.com). Authorization to use the film must be obtained in writing.

   c. Contact the Activities Commission KINO and collaborate with them to legally show the desired film as part of a KINO movie schedule.

**RULES OF PUBLIC ORDER**

1. All members of the College community are required to abide by the stationary Rules of Public Order (Section 6450 of the New York State Education Law).


STUDENT CODE OF CONDUCT

1. It is expected that each organization receiving the privileges of registration will accept the responsibility of representing the College both on and off campus in a positive manner. Part of that responsibility will include adherence to the Student Code of Conduct. It is the responsibility of each member to be aware of all policies in the Student Code of Conduct, which can be viewed online at: http://www.geneseo.edu/CMS/display.php?page=4974&dpt=studenthandbook#studentcodeofconduct.

2. An established disciplinary procedure will be used when any registered student organization violates the Student Code of Conduct. This policy does not supersede the administrative prerogative to withdraw registration for just cause from any campus organization.

3. For additional information on judicial issues, go online to the http://c4c.geneseo.edu website

Student Organization Categories & Liaison Program

LIST AND DEFINITIONS OF STUDENT ORGANIZATION CATEGORIES

**Academic:** An organization based on academic exploration, scholarship, and fellowship outside of the classroom. The Student and Campus Life learning outcome most affiliated with this organization is intellectual development.

**Advocacy/Political:** An organization focused on the analysis of contemporary issues and bringing about social, political, economic, or environmental change. Political groups primarily focus on a specific political candidate, party or issue. The Student and Campus Life learning outcome most affiliated with this organization is social and civic responsibility.

**Club Sport:** An organization with a primary purpose for members to compete against other collegiate institutions in a contact sporting events and/or athletic activities that have an inherent risk or liability. The Student and Campus Life learning outcome most affiliated with this organization is behaviors consistent with a healthy lifestyle.

**Cultural:** An organization that helps develops an appreciation and understanding of cultural diversity. These organizations work to promote unity and cultural awareness to the college campus. The Student and Campus Life learning outcome most affiliated with this organization is appreciation for diversity.
**Spiritual:** An organization that provides opportunities for members to worship, pray, meditate, or learn more about the spiritual and religious concepts of a particular faith. The Student and Campus Life learning outcome most affiliated with this organization is self-understanding and development of a personal value system.

**Fraternal:** An organization that is social or professional in nature, these fraternities and sororities are of national, regional, local, professional, and co-educational affiliation. These organizations provide opportunities for their members in leadership, friendship, networking, and community service. The Student and Campus Life learning outcome most affiliated with this organization is effective communication and social skills.

**Gaming & Recreation:** An organization that promotes and develops interest in a particular sport or physical activity. The Student and Campus Life learning outcome most affiliated with this organization is behaviors consistent with a healthy lifestyle.

**Governing/Programming:** An organization that provides guidance and feedback to the specific groups/areas they represent. The Student and Campus Life learning outcome most affiliated with this organization is leadership development.

**Honorary:** An organization that seeks to recognize students who excel academically, typically in a specific field of study. Membership in the group is often based on GPA. The Student and Campus Life learning outcome most affiliated with this organization is intellectual development.

**Media and Publications:** An organization that exists in order to provide information related to their purpose through means of mass communication, such as newspapers, magazines, radio, or television. The Student and Campus Life learning outcome most affiliated with this organization is effective communication and social skills.

**Performing Arts:** An organization that provides opportunities for interested members to develop an artistic skill and/or perform in an artistic format such as dance, drama, improv and/or music. The Student and Campus Life learning outcome most affiliated with this organization is creative expression and aesthetic appreciation.

**Special Interest:** An organization with a wide range of purposes that encourages interest in a topic not necessarily related to other categories. The Student and Campus Life learning outcome most affiliated with this organization is self-understanding and development of a personal value system.
**Volunteer/ Service:** An organization that is dedicated to providing improvement, aid or assistance to others on campus or in the community. The Student and Campus Life learning outcome most affiliated with this organization is social and civic responsibility.

**LIAISONS FOR REGISTERED GROUPS**

The Department of Student Life has recently restructured the oversight of Student Organizations. Each professional staff member of the Department of Student Life will serve as a liaison to a number of student organizations. While the Coordinator of Student Organizations & Activities will have general oversight, students will have an additional member of the team to go to with specific questions and feel supported by. The following are the expectations of the Student Life Liaison:

- Meet with organization student leaders at the beginning of each semester.
- Review Student Life Expectations
  - Continuing Registration
  - Constitutions
  - Advisors
  - Hazing
- Discuss goals, officer transition, and answer general questions with student leaders
- Be a resource for the student organization
- Maintain continual contact with student leaders throughout the semester
- If possible, attend a student organization meeting or event
- Highlight accomplishments by writing to Encompass