

CLUB

HANDBOOK

Student
Government Association

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INTRODUCTION

The purpose of this handbook is to provide students, faculty, and staff with a resource to reference when starting, running, or participating in a Champlain College Club. The document is revised yearly by the Director of Clubs and should provide the most up-to-date and accurate information available. If anything is found to be out of date, please contact the current Director of Clubs and inform them of the error. Any additions are happily welcomed and should be forwarded along to the Director of Clubs to be added during their revision.

Starting a Club

To start a club on campus, you must be able to meet all the requirements of having a club on campus as outlined in this handbook. This includes:

- A list of 10 or more students who will regularly participate in the club. This list is to be submitted as part of the Club Registration Form.
- An advisor.
- A complete Club Registration Form.

Club Responsibilities

Along with club advisors, club heads must make sure that their club and club representatives fulfill the following requirements:

- Must be open to all undergraduate students.
- Must communicate the organization's news, concerns and questions to the Director of Clubs.
- Must hold monthly public meetings open to all undergraduate students.
- Make sure all members are heard and feel welcome.
- Must have 10 or more active undergraduate members.

Audition Based Membership

For clubs to be considered for Audition Based Membership; the following requirements must be fulfilled:

- Three semesters of bi-monthly meetings that must be open to all undergraduate students.
 - Supported by documentation.
- Must continue to hold bi-monthly meetings that must be open to all undergraduate students.
 - Supported by documentation.
- Club budget must be split according to the following:
 - 75% to Closed Events
 - 25% to Open Events The club must state how many members they wish to limit the club to and that number must be approved by the Director of Clubs.
- The club must state how many members they wish to limit the club to and that number must be approved by the Director of Clubs

Affinity Based Membership

For clubs to be considered for Affinity Based Membership; the following requirements must be fulfilled:

- Attendance records supporting bi-monthly meetings.
- A statement of purpose regarding the identities the club represents.

Advisors

Champlain College requires that all recognized student organizations have a faculty/staff advisor. In order to be eligible to be a club advisor, the advisor must be either a full-time or part-time faculty member, or a full-time staff member. Advisors help guide the group in accordance with the purposes and ideals of the College. The relationship of the advisor to the

group will vary depending on each organization and its members; therefore, the responsibilities and duties of the advisor will vary according to the group's needs.

Advisor Responsibilities

At minimum, the club advisor must:

- Maintain close contact with the members of the organization, providing general support and leadership when necessary.
- Participate and be present at at least one club meeting or event per semester.
- Ensure that there is proper supervision (self or pre-arranged substitute) for activities staged by the club.
- Play an active role in helping students design meaningful programs that are consistent with the club and purpose.
- Becoming familiar with college policies and procedures relating to student conduct and ensuring that the club is following those policies when participating in college-planned events (See champlain.edu for detailed information on campus policies).
- Notify the members of the club and the SGA Director of Clubs if you must resign as Advisor during your term. (Please give as much advance notice as possible so that efforts can be made to identify a new advisor).
- Be well informed of all club operations.

Club Head Training

The Director of Clubs will host a **mandatory** Club Head Training session each semester or as often as they see fit. Any club that does not have at least one club head in attendance will receive a reduction in their club's budget for the following semester.

Paperwork

Club Registration Form (Semesterly)¹

The purpose of this document is to establish a club for the semester and provide the SGA with all the necessary information. It is also the time to request a budget for the club. This document should be submitted by September 2, 2019 to ensure funding for the club. Any pre-existing club that submits their Club

Registration Form after this day will receive a deduction from their budget. Anyone wishing to create a club during a semester is welcome to do so, and funding can be provided from the Club Budget Contingency Fund.

Attendance Sheets(Semesterly)

At the conclusion of every semester, attendance sheets from the meetings that a club has hosted should be provided to the Director of Clubs for review. The only required fields for these documents are the ID Numbers of those who attended and the date and time of the event. The format of these sheets may vary based on the number of attendees and events that a club hosts. It is up to the club heads to determine the easiest way to track attendance. If attendance sheets are not handed in, the club will receive a reduction in their budget for the following semester.

Club Budget Appeal (As Desired)

In the event that you are unhappy with the funding that the SGA has provided your club for the semester, you may complete the Budget Appeal form. Upon completing the appeal form, the appeals process will begin. This will begin with a meeting with both the Director of Clubs and the Director of Finance to discuss why funding for certain items in the budget was not provided and how funding might be obtained. If still unhappy with the result, the club heads will be provided time during one of the SGA House of Representatives meetings to make their case. The House will then vote on whether funding should be provided out of the Contingency Fund or not.

¹*Previously referred to as the Appendix G

Budgets

Items Purchased

When purchases are made using a Club's budget or SGA funding, please remember that these items belong to both the Club and SGA. This means all items are to remain in the possession of the club. In the case that a club ceases to exist, all club belongings must be returned to SGA. Clubs must get prior approval from the Director of Clubs before using SGA funds to purchase items for their members to keep, including but not limited to, apparel, raffle and competition prizes and promotional merchandise.

Lines of Funding

Club Budget Fund

The primary line of funding for most club activities comes from the SGA's club budget line. Funding from this budget is requested semesterly via the budget breakdown outlined in the club's **Club Registration Form**. These budget requests are reviewed once at the beginning of each semester. Once funding has been distributed, all other clubs will be funded out of the Contingency Fund (residual amount held from Club Budget line) that is held for those clubs that might be established during the semester. The better these budgets are broken down in the **Club Registration Form**, the greater the odds of obtaining full funding for the semester. All clubs that do not come close to spending all of their funds will receive a reduction in their club's budget for the following semester.

Accelerated Funds

Some clubs have registration fees or dues that need to be paid before a club can begin to participate in activities. In the case that these fees are due prior to the start of the semester, or are cheaper if paid prior to the semester, the club is able to fill out the Accelerated Funds request form. To be approved by SGA, the fees must be deemed necessary to be paid early in order for the club to participate, and the fees must have been approved and paid in a prior semester.

Grant Fund

The Grant Fund is another line of funding for those things that cannot be funded via the club budget line. These items include food in excess of limits set by club budget, items to benefit individuals instead of the club as a whole, and one time big events that require a more detailed breakdown closer to the date of the event. This process requires the completion of the **Grant Form**, communication with the Vice President of the SGA, and recommended presentation of the grant to the House during one of their scheduled meetings. More detailed information on the Grant process can be found on the SGA website.

Fundraising

Another option for further funding for a club is to put on fundraising events. Fundraising is an independant club function. This means that the club is

responsible for planning, organizing and executing a fundraising event. Club Budget funds are not permitted to be used for any aspect of the fundraising event. While the fundraised money is not going back to the SGA account, the money may not be used in anyway that may violate school policy. For example, purchasing of Drugs, Alcohol, related paraphernalia, etc, will result in punitive action by the Director of Clubs that could include derecognition of the club by SGA.

The SGA highly encourages clubs to develop their own checks and balances in instances where fundraise money is being spent negligently. Since the fundraised money is not SGA property, SGA has no jurisdiction to regulate any activity that doesn't violate SGA or School policy.

Using Funding

Purchases

Reimbursements

Club members may make purchases on behalf of the club within the scope of their allotted budget and submit the receipts from the purchases for reimbursement. A reimbursement form can be found either in Hearthstone or on the SGA website. The receipt turned in with the form must be the **itemized** copy. Receipts must contain items only pertaining to club reimbursement, and should not also list personal purchases. Receipts that do not follow this rule may be rejected at the Director of Finance's discretion.

Invoices

Invoices also require the completion of a reimbursement form in order for payment to be provided to the vendor via check. This option allows for larger purchases to be paid directly from the College's finance office and removes the burden of having students pay for the cost themselves. Similarly, it will take up to a month for payment to reach the vendor, but typically they will allow for the item or service being provided to be obtained knowing that they will receive payment from the college. Please ensure that the vendor has not included tax on the invoice and if needed provide them with the Tax Exemption Form to have it removed.

Miscellaneous

It is highly recommended that direct deposit be set up through the school to ensure that reimbursements make it to you in a timely manner. If direct deposit is not set up, a check will be mailed to the address provided on the reimbursement form. Reimbursements can take up to a month and are susceptible to delay during extended breaks such as the break between the Fall and Spring Semesters.

Tax Exemption Form

This form allows clubs not to pay sales tax on the items or services being purchased. This should be used when making purchases on behalf of the club, whether the purchases are invoice requests or items paid for personally by club members. This will allow the club to maximize the budget they have been provided and save money that does not need to be paid.

Champlain College Purchase Card

Along with the reimbursement process, the use of the Purchase Card held by the Director of Finance for the SGA can be utilized for club purchases. This saves paperwork and eases the process of spending the club budget. This does however require that the Director of Finance be present at the time of purchase and make the purchase for the club. If planning on using this method, contact the Director of Finance as early as possible and set up a time to meet or go with them to make the purchase. There are transaction, daily and monthly limits for these cards so they are not meant for larger purchases that should really be done via invoice.

Loss of Funding

Violations

The primary loss of funding is related to Violations of School and SGA policy.

Club Space

Meeting Space

On-Campus

EMS Room Reservations

The large majority of rooms on campus can be reserved via the Event Management System module in the Current Students Portal. This can be accessed using one's Champlain College student login. If you have issues with the system, go to the Conference & Event Center's office on the second floor of CCM at the top of the glass spiral staircase. If you are interested in having the program explained, contact the Director of Clubs for help.

Special Room Reservations

Certain rooms on campus are left out of the list in EMS and need to be booked directly through the Conference & Event Center's Office in CCM. These spaces include: the Alumni Auditorium, Champlain Room, and Perry Presentation Room. These spaces are made available for students when not being used for other events, but each comes with certain restrictions that need to be worked out with the Conference & Event Center.

Hearthstone Space

The final space that is not booked through EMS is the Hearthstone Space. This space on campus can be reserved by completing a form that is managed by the SGA Director of Operations with exceptions of certain times that are consistently unavailable for booking the space. For any issues accessing the form or completing it, please contact the current SGA Director of Operations.

Off-Campus

Not all club meetings and events occur on campus due to the lack of certain facilities and result in clubs using transportation to events held at different locations. These arrangements are made on a case-by-case basis and the arrangements are made by the club heads. Feel free to contact the Director of Clubs for help searching for an off-campus space.

Storage Space

The Student Government Association has storage space for clubs located in Garden House on Finney Quad. To utilize this space, contact the Director of Clubs to set up a time for someone to meet you and let you into the space to pick up or drop off items for storage.

Transportation

School Provided

Champlain College currently provides the student body with three 8-passenger vans that students are allowed to use once they have obtained the proper certification. To begin this process, contact the Transportation and Parking Office. This process requires that students be 20 years of age, have a valid US driver's license with zero points against it for the past two years, complete an online defensive driving course, and pass a road test in one of the vans. The process will begin with the transportation office providing the proper paperwork and running a license check.

Student Provided

While it is not encouraged, students are allowed to use their own vehicles to transport other students to and from club events. This requires that the **Transportation Waiver Form** be completed prior to driving or being driven in a student-owned vehicle for club activities. Faculty/Staff are not allowed to drive students in their personal vehicles regardless of the waiver forms.

Chartered Buses

Many clubs have utilized services such as Mountain Transit for chartering buses to attend events where a large number of students will be going. These are great options and are preferable to having students drive their personal vehicles. These buses must be paid for out of the club's budget or a grant may also be requested to cover the cost.

Marketing

Social Media

Facebook

Many Clubs opt to create Facebook pages for their club, which allows students to “Like” or “Follow” the pages to get updates from the club. These can either be in Facebook’s formal business fashion that allows for more features and data on how the organization is running or in the form of a Facebook group that people are able to join and post in. Either way, it is encouraged that these be set up and maintained in a professional manner since they will be representative of the club and SGA.

Instagram/Snapchat

Similarly to Facebook, Instagram can be set up by club leaders to help market the club and allow for photos of club events to be shared. While once again these should be maintained in a professional manner, they are a great way to reach new and future students of the college.

Champlain Website

The Champlain College Website gets updated yearly with new club information. This information is pulled directly from the Club Registration Forms that are submitted each semester. For this reason, it is imperative that clubs submit the correct information to have their club posted on the website.

On Campus

Posters

Champlain College has an impressive system for putting posters up on campus and it is all run through Student Activities. If you would like posters to be posted around campus or in the residence halls, then it is important that you speak with Student Activities about getting them approved and having them

put up.

Stickers

Is there a popular option for marketing is to have stickers made and distributed to current students on campus. If a club desires to make stickers, the Director of Club must approve the purchase prior to the transaction.

Dining Hall Napkin Dispensers

The napkin dispensers in the Dining Hall are a great option for getting the word out to the student body. While it is not always possible to utilize, it is always worth asking the Sodexo/Champlain Dining Services Staff to use them.

Food

Basic Info

Food is a very common thing for clubs to budget and should be limited to a small portion of the club's budget for each semester. For this reason, the SGA has restricted clubs to only \$250 or 10% of their overall budget, whichever is higher, on food for each semester. This does not include money that is fundraised by the club, which can be spent on food as well if so desired. If club money is being spent on food, it is recommended that it be purchased for events larger than 10 people because this is the minimum number of students to form a club. This prevents club heads from spending large sums of the budget on food that will only benefit themselves or a small group of people. Clubs can appeal the cap at the time registration if they have extenuating circumstances requiring more money to be spent on food. Those appeals would be processed and approved through the Finance Committee.

Champlain Dining Services

While many live on campus and do not think of it, Sodexo's catering is a great option for larger events since it can be planned well in advance and easily brought anywhere on campus. Current menus for the catering are available through Sodexo in the Dining Hall and can be very accommodative if planned in advance.

Popcorn Machine

A popcorn machine can be reserved from the HUB for events and popcorn is provided with the machine. This can be checked out by any student and brought anywhere on campus for an event. It must be cleaned and returned prior to the closing of the HUB that night. Please clean the machine thoroughly because it is a great resource to have available and we do not want to lose access to it. This must be booked in advance of the event at the HUB Desk and is best to pick up prior to the start of the event since it takes time to make the popcorn. For any questions on the proper use of the machine, please talk with the personnel at the HUB or contact the Director of Clubs.

Miscellaneous

Many clubs opt to get food from local places. Many places that deliver offer student discounts, so it is best to call in orders so that you will be able to ask. In addition, this will allow you to notify them of the **Tax Exemption Form** so that they can charge the appropriate price prior to delivery. Tips should not be more than 20% of the subtotal.

Risk and Liability

Athletic

All athletic-related clubs must provide the Director of Clubs with the number of males and the number of females who participate in the club. This is purely to report to the school for insurance purposes and to be sure that everyone who participates in the club is covered under the school's insurance should something happen.

All athletic-related clubs must also have each participant in the club complete a liability waiver form prior to participation. These forms must be turned into the Director of Clubs.

Non-Athletic

All Club traveling in any way must have each participant in any Off Campus Club activities complete a transportation waiver form prior to participation. These forms must be turned in to the Director of Clubs.

Large Events

While planning any large event on campus, the planners should contact Champlain's Risk Management office to discuss whether there are any extra steps that need to be taken. If you would like the help or presence of SGA in contacting Risk Management, contact the Director of Clubs.

Outside Contracts

All contracts with anyone from outside of Champlain College must be signed by the school, not students or advisors of a club. In most cases, the Risk Management office will sign these contracts. In the case that they are not the correct department to sign off on the contract, they will be able to direct you to the correct department. If you would like the assistance of SGA in having the school sign contracts for you, contact the Director of Clubs.

Policy, Violations and Penalties

Policy Guidelines

The Director of Clubs will update and maintain a list of policies that apply to clubs and define violations of those policies. Penalties are set by the Director of Clubs and the final ruling of a policy violation will be determined by them as well. The current list of Club Policies can be found at sga.champlain.edu/clubs/

Probation Policy

In the event that a club is found in violation of club policy they may be put on probation. There are two possible stages to probationary status.

- The first is probation warning. This stage is reserved for situations where a club is suspected of violating policy but no evidence has been collected. During the warning period any violation of policy will result in immediate

Club probation, regardless of the predetermined penalty set in the Club Policies. The Director of Clubs will determine the length of this warning period, extending no longer than one year.

- The second is probation. A club is put on probation if evidence is found revealing that a club has committed a policy violation that carries the penalty of probation. The probationary period can last no longer than 2 semesters. While a club is on probation they incur the following penalties;
 - The club's budget will be limited to 10% of the total allocated at the start of the semester in which the violation(s) occurred.
 - They are not eligible for Audition based membership approval.
 - Club budget may not be spent on apparel or marketing materials.

At least one club head must meet with the Director of Clubs monthly to discuss the status of the club.