Mercy College Club Handbook

A guide to understanding policies and identifying resources for clubs

2013-2014
# Table of Contents

## Section 1: General Information
I. Introduction  
II. Student Club & Organization Policy  
III. Member Eligibility  
IV. Club Officer Training  
V. Club Advisement  
VI. Club Recognition Process  
VII. Creating a Mission Statement & Constitution  
VIII. Community Involvement

## Section 2: Operations
IX. Running a Club  
X. Managing a Club Budget  
XI. Fundraising  
XII. Planning & Scheduling Events

## Section 3: Publicity Guidelines
XIII. Publicizing Events and Flyer/Poster Policy

## Section 4: Appendix of Forms
Appendix A: Club Recognition Form & Member List  
Appendix B: Sample Constitution  
Appendix C: Annual Budget Proposal  
Appendix D: Example Event Proposal  
Appendix E: Campus Contacts
Section 1: General Information

I. Introduction

We encourage all students with new and popular ideas to broaden the undergraduate experience at Mercy College. Forming a club is an excellent way to do this and is actually quite easy. This handbook has been compiled as a resource for club and organization leaders. It will provide you with the information you need to know and the steps you need to take to make sure your club runs smoothly and achieves its goals. This handbook contains information on how to create your club’s mission statement and constitution, how to manage your organization’s budget, important guidelines and policies about posting signs, as well as information you need to know when planning for events and writing a proposal for each event. With this handbook, and the advisor handbook, you should have most of the resource information needed for your organization to function smoothly and effectively.

Best of luck to your club!

II. Student Club & Organization Policy

Recognition of a club or organization implies neither approval nor disapproval by the College of the stated aims, objectives, policies, and practices of the organization. No organization shall use the College name without the express authorization of the College except to identify the College affiliation. Recognized student organizations are required to register annually with the College through the PACT Program (Student Activities) to maintain their privileges of utilizing space and other resources offered by the College. The Student Government Association in conjunction with PACT Student Activities staff oversees the process of new club & organization recognition. Students interested in applying for recognition of a new student group are shepherded through the process by the PACT staff. The privilege of forming a club is reserved for full-time, degree-seeking (matriculated) students. Part-time students may participate as associate members, attending all organization sponsored events and activities, but may not initiate, vote or hold office. To obtain recognition, a club or organization may not discriminate on the basis of age, gender, gender expression, sexual orientation, religion, race, color, national or ethnic origin, disability, veteran, or marital status. A student initiating a club or holding a club officer position with an SGA/PACT
recognized club or organization must have a grade point average of at least 2.5 to be considered for recognition or to keep the club on the active organization list.

III. Member Eligibility

i. Membership in student clubs and organizations is open to currently enrolled degree seeking students at Mercy College.

ii. Student clubs and organizations are open to all Mercy College students. Clubs that are funded through Mercy College may not be selective.

iii. Student organizations may not discriminate against a member or prospective member on the basis of race, color, religion, sex, sexual orientation, gender, gender expression, national origin, marital status, or disability, except as specifically exempted by law. Selectivity based on this or any criteria can lead to loss of funding and/or suspension of club status.

iv. Faculty and Staff other than the primary advisor are eligible for associate member status.

v. Associate members can participate in the organization, but cannot vote or serve in the capacity of any club/organization position elected or otherwise.

vi. Club funds cannot be used for Associate member or non-Mercy College student travel.

vii. All affiliations by student organizations with national, state, or off-campus groups or persons must be indicated at the time at the initial request for recognition.

viii. Active Status- All clubs and organizations must hold at least one activity per semester, attend all required training sessions and abide by the policies and procedures listed herein in order to remain active.

IV. Club Officer Training

The President is required to attend a mandatory leadership training session during the fall semester. Failure to attend a training session will result in a freezing of your organization’s activity until this obligation is met.
Leadership training sessions dates and times are scheduled prior to the start of the semester or by scheduling an additional appointment with a minimum of 4 other executive officers.

V. Club Advisement

Each group **must have a faculty or staff advisor** that will act as a resource and guide for the organization.

i. Clubs and Organizations are responsible for finding and securing an advisor for their organization.

ii. New or existing groups who need help in obtaining a new advisor should speak to the PACT staff as soon as possible.

iii. A member of the PACT staff will serve as a liaison to all clubs and organizations.

iv. Advisors provide guidance and support to the organization on a variety of processes as well as aiding the group in remaining consistent with their mission.

The Advisor is NOT:

- Just a signature for forms
- Responsible for submitting organizational paperwork on time
- An event planner for the club/organization. Programs are ultimately the responsibility of the student leader.
- In place to make decisions for the students.

VI. Club Recognition Process

Below are some basic steps you should take in order to form and organize your group:

**STEP 1:** The interested party must find out if the club or organization is already in existence. If it exists or has existed in the past, there will be a constitution, membership records and other information that will ease the work. *(In order not to duplicate efforts, clubs and organizations with similar missions and goals will not be allowed.)*

**STEP 2:** If the group has existed in the past, then a **Reactivation Form** should be completed.
The form can be obtained from the Center for Student Success & Engagement/ PACT Office (Student Activities).

**STEP 3:** In order to form a new group, you will need to complete a **Club Recognition Form & Member List (Section 4: Appendix A).** The packet can be obtained from the Center for Student Success & Engagement/ PACT Office on the second floor of Main Hall.

In order to complete the packet, you will need:

- An Executive Board (Must be full-time, matriculated, in good standing, both disciplinarily and academically, with a 2.5 GPA minimum)
- A membership list of 8 matriculated (degree-seeking) students
- A mission statement/statement of purpose
- A constitution
- A faculty or staff advisor

**STEP 4:** Once you have completed the Reactivation Form or the Application Packet, submit it to the Center for Student Success & Engagement/PACT staff. The PACT staff will then review the information for completeness. *You may be required to meet with the staff in person if more information is required.*

**STEP 5:** The Center for Student Success & Engagement/PACT staff will submit completed Application Packets for new student groups to the Student Government Association (SGA) for recognition.

**VII. Creating a Mission Statement & Constitution**

The Constitution is a statement of your group's policies and rules. It is documentation of the means by which you will run your group. It is also an acknowledgement of Mercy College's policies and regulations. By submitting a constitution, you provide documentation of your compliance with student group and College policy and you have documentation as to the rules that will govern your group.

Center for Student Success & Engagement/PACT uses your constitution as an advising tool. If you come to our office with a question about how certain situations can be handled by your group, your constitution provides us a way of working with you to find a solution.
Remember that constitutions are vital documents. They ensure the smooth operation of your group and provide an official statement of purpose and a set of rules that will help you run your group to its fullest potential. Also, remember that constitutions can be changed. **When creating or changing your group’s constitution, you will need to be aware of the Center for Student Success & Engagement/PACT minimum requirements.** We offer sample constitutions in **Section 4: Appendix B.**

The following guidelines will also help you create your constitution:

**Name That Club**

State the NAME of your organization.

**What Your Club Aims to Do**

Articulate the mission or purpose of your club. As you explain in your constitution what your club seeks to do, you should include information on how your club will contribute to student life at Mercy College. For instance, your organization may serve to educate students on a particular subject or issue. Another example of the objective of a club is to allow students to volunteer and reach out to a certain group of people.

**Requirements for Membership**

Clarify what steps students need to take in order to gain membership in your club. Requirements for students to become members include, but are not limited to: attending club meetings and/or helping out at an event that the organization holds.

State what students need to do in order to continue being members of your club. For instance, a student may be required to attend a minimum of three meetings for the academic year in order to remain as a member of your club.

**The Officers of the Organization and the Election Process**

In this section of the constitution, you need to state the officers of your club. For instance, you may wish to have a president, vice president, secretary and treasurer. For each officer, you must provide a description of the officer’s role.
and functions. For example, the role of the secretary of your club may be to take minutes and attendance at each meeting.

**Election Day**

Explain the process by which these officers will be selected. For example, you may have club members vote on whom they think should be elected to a certain position.

State who is eligible to run for a governing position in the club. For instance, those who wish to run for a position may have to be existing club members.

Describe how you will orient and train the newly – selected officer.

Explain what the officer needs to do in order to maintain his or her position in the club.

**Making Amendments to the Constitution**

Circumstances exist in which you or other members in your club may wish to change either certain elements of your club’s constitution or the entire constitution itself. You must state who in your club is eligible to propose changes in the organization’s constitution.

Describe the steps needed to take in order to amend your club’s constitution.

**Requirements to Remain as a Club**

In order for your club to continue functioning into the next academic year, you must hold at least one event and one community service activity for the entire academic year.

You need to confirm in your constitution whether you will be able to fulfill these requirements.

*Last But Not Least…* You must have a list of at least eight Mercy College students with student ID numbers at the end of the constitution.
VIII. Community Involvement

Because of Mercy’s strong commitment to community service all clubs will be required to complete a minimum of ten hours of community service. At least five members of the club must be present when the club participates in a community service activity in order to meet the community involvement requirement. A list of the members who participated and the hours completed must be turned in to the Clubs and Organizations Coordinator in the PACT office to be officially recorded.

Section 2: Operations
VIII. Running a Club

Conducting an Effective Meeting

Once your group has been formed and the leadership style has been decided, you will want to begin having regular meetings. Meetings are one of the most important areas for determining the success or failure of the club. You might assume that everybody within your group has the same agenda as to what they want to accomplish. This is not necessarily the case.

The following suggestions may help improve club meetings:

1. Give notice of the meeting at least two (2) weeks in advance. Include the date, time, and location of the meeting.
2. Develop an agenda that is distributed to the membership.
3. Hold the meetings in the proper physical setting.
4. Designate a member to record the minutes of the meeting.
5. Start on time, and end on time.
6. Give everyone a chance to become acquainted with each other. (In a first meeting or one with new members, find out why new members are interested in the club or the special talents they have to contribute.)
7. Conduct one piece of business at a time.
8. Invite and facilitate communication. Be sure all members contribute to the discussion.
9. Direct questions back to the group. Ask experienced or creative members to respond and seek input from new members. Don’t be the focal point of the meeting.
10. Keep the conversation focused on the topic and directed to an eventual solution. Summarize the discussion frequently.
11. Concentrate on reaching decisions through consensus of the members.
12. Delegate responsibilities to the members of the club. Clearly state the scope, nature, and time limits of the task. Be sure expectations are clear.
13. Keep your meetings short—generally within 60 minutes. Members are more willing to attend if they know when the meeting will be over. If the meeting is likely to go beyond 60 minutes, be sure to include that in the agenda or meeting announcement so club members can plan their time accordingly.

Agenda Preparation

To eliminate confusion and to ensure maximum productivity in the allotted meeting time, always prepare an agenda. An agenda is a valuable organizing tool and a preparation list for the club's meeting. As an outline, the meeting’s agenda contains the topics, issues, or problems to be discussed at the club’s meeting.

The following is a typical agenda outline:

I. Call to Order
   Chairperson calls meeting to order
II. Roll Call/Attendance
   Roll Call can be time consuming but must be done for accountability.
   Use different methods like; assigning seats, signing in at the front door, or passing around a sheet of paper for members to sign.
III. Approval of the Minutes of the Last Meeting
   Approval can be done quickly by reading the previous minutes before the current meeting begins or as people enter the meeting. The Chair must ask for any corrections or additions. Changes can be resolved with a friendly amendment; if there are none, the Chair can state “The minutes stand approved.”
IV. Officer Reports
   A. Treasurer
B. Secretary (If applicable)
C. Parliamentarian (If applicable)
D. Vice President
E. President

V. Standing Committee Reports
Committee Reports will help the organization stay informed of committee progress, while reminding committee chairs that they have an important role in the completion of business outside the meeting.

VI. Old Business
“Old business” is generally business from another meeting that was not resolved and/or could not be addressed because of incomplete information. All tabled business from another meeting will be included in this part of the meeting.

VIII. New Business
IX. Advisor Reports
X. Announcements and Kudos
It is always important to make sure all members have the opportunity to share positive information with the rest of the club/organization and provide praise to those members who deserve recognition for their performance.

XI. Adjournment

Minutes Format

Written minutes give the club a record of the business accomplished and provide authorization for action.

Minutes should include:

- Name of club
- Date, place, and time of meeting
- Name of presiding officer
- List of those present and absent
- Record of approval or correction, if necessary, of old minutes
- Record of the motions passed, including the name of the persons proposing and seconding the motion
- Record of all affirmative and negative notes that involve counting (ballots, roll call, division of house)
- Record of how each member voted if roll call vote is taken
• Record of the time of adjournment
• Signature of the person preparing the minutes
• Signature of the Club Advisor

IX. Managing a Club Budget

Managing a budget is an important aspect of a successful club. It is important for you to monitor the progress of your expenditures throughout the year. Often, one program or event may cost more or less than what was originally expected. As a leader, it will be your responsibility to make periodic budget adjustments to insure that your club does not go over budget.

Budget Proposal Process

In order to receive funds for the semester, all clubs are required to complete a budget proposal within the time specified by the Clubs and Organizations Coordinator in the PACT office. PACT recommends that the executive board meets early to plan out events for the semester as well as assess their probable costs. After doing this, clubs must fill out the Annual Budget Proposal Form found in Appendix C. It is understood that these itemized portions of the requested budget are only estimates and that clubs are not limited to the events that they plan at the beginning of the semester.

After the form has been completed, clubs must submit the Annual Budget Proposal Form to the Clubs and Organizations Coordinator in the PACT office. Annual Budget Request Forms will be accepted after the stated deadline, but the amount granted by the PACT office will be dependent on leftover funds after the budgets for clubs who submitted the form on time have been finalized. The approval of budgets and the designated budget amount will be based on the club’s history of campus involvement, size, and the quality and breadth of the budget proposal itself.

As a reminder, since club funds are granted from the Student Activities budget, it is expected that funds granted by PACT be used for student events that involve the entire Mercy College community. Funding for exclusive use by individual clubs can be obtained through fundraising and other approved methods.
Budgeting Hints

When preparing a budget, think about what kinds of programs, events, and activities the club would like to sponsor during the upcoming year. Once programs have been determined, conduct research. Determine how much each program or activity will cost. This will aid in planning the club’s budget.

Below are some examples of expense and income categories/line items encountered by student clubs:

**Expenses**
- Travel and transportation (coach/school bus costs, registration fees for conferences)
- Awards (trophies, plaques, other forms of recognition)
- Dues, fees, and subscriptions (any national dues a local chapter might pay)
- Printing and publicity (all printing, including photocopying)
- Refreshments and hospitality (food and lodging)
- Entertainment fee (any contracts for outside speakers or entertainment)
- Office expenses (tape, markers, poster board)
- Postage
- Miscellaneous (used for unusual expenses; use this line item carefully)
- Recruiting (new member night, recruitment events)

**Income**
- Fundraisers/sales

Evaluate the club’s expenditures. The club will spend money on a variety of different things over the course of the year. It will be important to remember what worked and what did not work. In preparing for a new year’s budget, review the actual figures from the previous year. How much the club spent last year is usually a good starting point for the upcoming year.

**X. Fundraising**

The following policy exists to provide recognized clubs and organizations with the ability to fundraise during programs and events, which are open to the College community and conducted on property which is owned and/or
controlled by Mercy College. Failure to abide by the policy may result in the loss of fundraising privileges and/or college recognition.

Permitted Items
Items that may be offered for sale or re-sale by student organizations during authorized campus activities and programs are limited to the following:
1. Non-alcoholic beverages.
2. Properly prepared food items (which do not require refrigeration or heating) and commercially prepared food items.
3. Organizational promotional items with the name and/or logo of the organization or event (i.e., tee shirts, mugs, posters, etc.).
4. Flowers, greeting cards, arts/crafts, and other items, which are consistent with the nature of the event and deemed appropriate by the PACT Staff.
5. Items used for raffles.

Appropriate Fundraising Objectives
1. Fundraising for future programs.
2. Charitable or not-for profit donations:
   a. Recognized student organization raising money for charitable or non-for-profit organizations must obtain a receipt of contribution which is to be submitted to PACT staff.
3. Dues for affiliate organizations:
   a. Recognized student organizations, which are affiliated with national organizations that require payment of dues as part of membership, may hold fundraising events to raise money for membership dues.

Prohibited Items
Merchandise and activities, which are prohibited include, but are not limited to, the following:
1. Sale of goods and services by a club or organization for individual profit.
2. Sale of food and beverage other than previously stipulated.
3. Re-sale of used clothing, furnishings, appliances, etc.
4. Alcoholic beverages

Procedures for Fundraising
1. Recognized student organizations must submit a fundraising request form attached with a program registration form four weeks prior to the event.
2. All fundraising events must be held on-campus and approved by the Clubs and Organizations Coordinator in the PACT office.
3. If applicable, a letter of acknowledgement from the organization receiving the funds must be submitted to the Clubs and Organizations Coordinator in the PACT office prior to the promotion of the fund raising event.

4. If the organization is sponsoring an off-campus vendor, a vendor’s contract must be completed between the student organization and the vendor and submitted to the Clubs and Organizations Coordinator in the PACT office. The student organization should receive at least 15% of all funds collected by the vendor for their fund raising effort. A member of the student organization must be present with the vendor at all times during the event.

5. After the fundraiser is completed, all funds must be turned into the Clubs and Organizations Coordinator in the PACT office who will submit the funds to the club’s budget. No money is permitted to held back or placed in a different account for any reason.

**XI. Planning & Scheduling Events**

Events on campus have much to offer to students, such as fun, excitement and an opportunity to learn about a certain topic or issue. Hosting such an occasion, though, requires careful planning and attention to many different factors. This guide provides you and your club with the information you need to know when organizing your next event.

**Brainstorm Ideas with Your Club Members, Committee and/or Advisor**

- Consider the theme and purpose of your event.
- Discuss with your fellow club members and advisor the type of event you wish to hold and how this event should be set up and organized.
- Determine what materials and equipment you will need for the event as well as whether you would like to serve food and beverages at the event.
- As you try to come up with a name for the event, make sure it will convey the purpose of the event and that it will capture students’ attention.
- Choose the date, time and location of the event.

**Manage Your Event**

- Take note of all the aspects of the events that you will need to cover. Items might include: security coverage, food, A.V equipment, housekeeping, decorations, publicity, and guest speakers.
• Check to make sure that you have cleared the event with the PACT Staff and any other department heads that should know about the event.
• Make sure your club advisor fills out the “Community Messages and Upcoming Events” form on Mercy Connect.

Confirm Reservations for Your Event
• Confirm the date, time and location of the event with your Club Advisor and PACT Staff.
• Place a work order for the set-up and clean-up of your event to a PACT staff member. In the order, you must include the following information:
  o Requirements for the event to function, which consist of the following:
  o Equipment needs, such as lighting, sound system and/or A.V equipment
  o Contract for outside vendors, such as DJs or food vendors, which will contain the following:
  o Date, time and location of the event
  o Specific set-up requirement, if any
  o Name of the performer
  o Address and phone of the performer
  o How long he/she will perform
  o The amount of security your event will require, which will be determined by Campus Safety.
  o Finally, you must include information about food and beverages you would like at the event. You will have to consult with the Food Services Department.
  o You may only use the following media to promote your event: flyers and posters, facebook, email blasts, the Impact newspaper and the Events Calendar.
  o All promotional materials must be approved and stamped by the PACT staff member.

Scheduling Events
When scheduling an event, clubs must fill out an event proposal form, found in Appendix D. After completing this form, it must be brought to the Clubs and Organizations Coordinator in the PACT office for approval. All events must be scheduled through the Clubs and Organizations Coordinator in the PACT office to avoid duplicate and competing events.
Event Finances
After events are finished, any money raised must be turned into the Clubs and Organizations Coordinator in the PACT office. The treasurer of the club must also have a detailed knowledge of and be able to account for how any money was spent. If reimbursement from club funds is needed, receipts must be presented to the Clubs and Organizations Coordinator in the PACT office as well as an explanation of how the money was spent and the completion of any appropriate documents.

Section 3: Publicity Guidelines

XI. Publicizing Events and Flyer/Poster Policy

Design Your Sign
• Plan carefully how you wish to present the information that you feel others should know. Consider such elements as font size, colors, pictures, layout and organization.
• The central message of your sign should come across clearly to your target audience.
• Format your sign in such a way that it captures students’ attention.
• Make sure the information you include is accurate.
• Avoid grammatical errors.

Stamped for Approval
• All posters and flyers must be stamped by the Club Coordinator to convey that they are approved for distribution.
• You must inform the Club Coordinator of the date, time and location of events your club is holding.
• Advertisements that promote the consumption of alcohol or any other substance are prohibited.
• Provocative language or images will not be prohibited.
• Writing with chalk, permanent markers, spray paint or any other graffiti instruments on any surface in the college is not permitted and is considered vandalism by the college.
Use of Bulletin Boards

- Bulletin boards are permitted only for the Mercy College Community to use.
- Only ONE poster per bulletin board is allowed.
- Only recognized clubs/organizations can post flyers on the bulletin boards.

What You Need to Know about Flyers

- Flyer size should not be larger than 11” x 17”.
- Do not attach flyers to wall surfaces, glass surfaces, doors, floors, traffic signs, light poles, sidewalks or trees.
- All flyers must have the club/organization’s name and contact information prominently displayed.
- All flyers and posters MUST BE REMOVED from the boards by the next business day following the event.
- Residence Life staff must approve all postings placed in Residence Hall.
**Section 4: Appendix of Forms**

*Appendix A: Club Recognition Form & Member List*

---

**Petition for College Club Recognition**

Organization Name:

<table>
<thead>
<tr>
<th>Club Contact Information:</th>
<th>Advisor Contact Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Email:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

Member Information (minimum of nine members are required):

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signatures (please print and sign):

Prospective Advisor: ___________________________ Date: ___________________________
Appendix B: Sample Constitution

Insert Club Name CONSTITUTION

Do not leave this italicized section in the final constitution.

ARTICLE I – NAME OF CLUB

The name of this club shall be...

ARTICLE II – PURPOSE OF CLUB

The purpose of the club is to (insert club’s purpose)

ARTICLE III – MEMBERSHIP

Any (insert requirements) is eligible to join this club. The amount of the membership dues shall be voted by the choose one a) club members or b) club officers. A waiver for membership dues will be available to students who request it. Club members may not be on academic or social probation.

ARTICLE IV – QUALIFICATION AND ELECTION OF OFFICERS

Section 1

Club officers must be currently enrolled, have a minimum of a 2.5 cumulative Grade Point Average (GPA), must maintain (insert #) units, and must not be on academic or social probation. (Any unit or higher GPA is determined by the club. Do not leave this italicized section in your final constitution.)

Section 2

Officers will be a President, Vice-President, Secretary, and Treasurer. (Or list different officer titles, please list them. Do not leave this italicized section in your final constitution.)

The election of the Club Officers shall be held during the Sixth (7th) week of the Spring Semester.

Club Officers shall be elected by a simple majority vote of active Club Members present at that Club Meeting. In the event that there are three (3) or more candidates and no one person receives a simple majority of votes then the top two (2) candidates will participate in a run-off election. New officers will be sworn in upon completion ________________ week of the Spring or Fall Semester.

Section 3

The election will be done by secret ballot by club members who have attended at least two meetings.

(List additional information)
ARTICLE V – DUTIES OF THE OFFICERS

Section 1 – President
A. Preside over all meetings.
B. Call special meetings.
C. Carry out the provisions of the constitution.
D. Appoint committees and chairpersons.
E. Oversee all committee activities.
F. (List any additional responsibilities)

Section 2 – Vice President
A. Assume the duties of the president in his/her absence.
B. Perform any duties delegated by the president.
C. Attend all Inter Club Council meetings.
D. (List any additional responsibilities)

Section 3 – Secretary
A. Record and keep accurate minutes of all meetings.
B. Act as correspondence clerk.
C. Print and distribute agenda for all meetings.
D. (List any additional responsibilities)

Section 4 – Treasurer
A. Handle funds and finances for club.
B. Keep financial records and collect dues.
C. Pay bills and release funds as voted by the general membership.
D. Make financial reports at least once a month at the meeting.
E. (List any additional responsibilities)

ARTICLE VI – IMPEACHMENT/REMOVAL AND REPLACEMENT OF OFFICERS AND MEMBERS

Section 1
All elected officers and club members may be subjected to impeachment and removal by a two-thirds majority vote of the total membership.

Section 2
Grounds for impeachment are negligence and any form of misconduct which is damaging to the club. An officer/member may be impeached/removed only under the following conditions: there must be a quorum present during impeachment/removal; two-thirds of the membership must vote; prior to impeachment/removal there must be one week’s notice of intent publicized.

Section 3
Any officer vacancies shall be filled by an election held within two weeks.

ARTICLE VIII – MEETINGS

Section 1
There must be public notice of club meetings on the club board at least five (5) school days in advance.

Section 2
There must be a meeting at least once a month held at Mercy College.

Section 3
Minutes must be kept of all financial action with the club secretary.

Section 4
The treasurer will need to make a written and oral report at least once a month at the meeting.

Section 5
(List any additional responsibilities)

ARTICLE IX – ADVISOR

Section 1 – The role of the advisor is to:

A. Serve as the official staff representative of the college.
B. Work closely with the club to ensure a cooperative relationship between the advisor, and the club membership.
C. Assist each officer of the club in understanding their duties.
D. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.
E. Assist students to understand and apply democratic principles within their own organizations, and in working with others.
F. Be present for all official club/organization meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club/organization.
G. Ensure that all reasonable steps are taken to ensure the safety, and welfare of club members.
H. Ensure that appropriate college policies are upheld.
I. To sign all club/organization requisitions for the club/organizations, and to make sure that 1) their student treasurer or president or vice president signs it and 2) that the expenditure is correct within all existing policies.
J. (List any additional responsibilities)
ARTICLE XI – RESPONSIBILITIES

Section 1

This club accepts full financial responsibility for all activities that bear its name as official sponsor, and will adhere to college regulations. All publicity for an event must bear the name of the sponsoring club.

ARTICLE XII – RIGHT TO ACT

Section 1

Any club officer, club member does not have the right to incur any debt or become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by the club.

ARTICLE XIII – AMENDMENTS TO CONSTITUTION

Section 1

Any amendment change requires a two-thirds vote at a general club meeting.
Appendix C: Annual Budget Proposal

Club Name: ________________________________

Number of Current Members: __________________

Planned Campus Events and Services: ________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Planned Community Events and Services: ____________________________________________
_______________________________________________________________________________

**Itemized Budget**
Please list each item in your budget and give the amount for each. If there are not enough lines, please add them to the budget explanation area below or attach additional sheets.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

**Budget Explanation**
Please enter a description of any items, or of the budget in general, that you think need extra explanation:
Appendix D: Event Proposal Form

Name: ___________________________       Date: ____________

Name of Organization: _______________________

Your Position in the Organization: _______________________

Name of the Event: _______________________

Type of Event (Please Circle All That Apply):
- Community Service
- Field Trip
- Concert
- Lecture
- Fundraiser

Location: _______________________

Reason(s) You are Hosting This Event: The purpose of this event is to emphasize to students the importance of getting involved on campus and how participation in extracurricular activities can benefit students in the future. Aaron Hunt, the Club Coordinator, will be giving a presentation on this topic. He will also inform students on the many clubs and activities that students can engage in.

The Number of People Expected to Attend This Event: ________

Briefly Describe How You Will Advertise and Promote this Event:

My club will put up posters and flyers throughout the school. We will also post information about this event on our Facebook page.

List all the resources that you will need to organize and run this event:

We will need access to a computer, as the guest speaker will be giving a PowerPoint presentation. In addition, the club will serve the following food and drinks at the event: pizzas, cookies, cupcakes and soda.

Estimated Cost of the Event: ______________

Brief Explanation as to How You Came Up with this Cost:

The cost of the pizzas will be $40, the cookies will be $15, the cupcakes will cost $10 and the sodas will cost $10.

Club President’s Signature ___________________       Date: ____________

Advisor’s Signature ___________________       Date: ____________
Appendix E: Campus Contacts

Room Reservations: Nancy Montanaro* – nmontanaro@mercy.edu

Facilities: Felisha Ali – fali@mercy.edu or df_facilities_issues@mercy.edu

Security: Dobbs Ferry – (914) 674-7225
    Bronx – (718) 678-8983
    Manhattan – (212) 615-3319

Food Services (Lessings) Contact (Dobbs Ferry & Bronx only):
foodservices@mercy.edu

General Clubs & Organizations Contact: Aaron Hunt – clubs@mercy.edu

Dobbs Ferry Clubs Coordinator: Aaron Hunt – ahunt7@mercy.edu

Bronx Campus Clubs Coordinator: Richard Burke – rburke@mercy.edu

Manhattan Campus Clubs Coordinator: Steffi Rojas – srojas@mercy.edu

*Remember when reserving a room to copy the Clubs and Organizations Coordinator on your e-mail.