

CT STATE
COMMUNITY COLLEGE

NORTHWESTERN



2023-2024

Student Club Handbook

Table of Contents

Introduction.....Pg. 3
Roles & Responsibilities.....Pg. 3-6
<ul style="list-style-type: none"> • Student Activities Office • Student Senate • Club Advisors • Advisors Should/ Should Not • Role of Student Club Officers
General Regulations Governing All Clubs.....Pg. 6-8
<ul style="list-style-type: none"> • Returning Clubs • Grievances • Club Misconduct • Digital Signage • Minutes of Meetings • Harassment/Non-Discrimination Clause • Student Activity Fund Equipment
Policies for Organizing and Funding Student Event.....Pg. 8-10
<ul style="list-style-type: none"> • Facilities & Events • Equipment Use • Contracts & Obligating Funds • Advertising: Publicity Methods & Procedures • Travel
Student Activity Fund Financial GuidelinesPg. 10-15
<ul style="list-style-type: none"> • Summer events • Budget Allocation, Requesting Funding • State Tax Exemption • Purchasing Regulations & Payments • Club Allocation Financial Request Forms – • Unauthorized Expenditures • Fundraisers • Deposit Information
Organizing a New Club.....Pg. 13-17
<ul style="list-style-type: none"> • How To Become An Official Club On Campus • Recognized, FUNDED clubs will have the following privileges • Unrecognized Clubs • Tips for Organizing A New Club

Parliamentary Procedure.....Pg.17-19

- Why Should Parliamentary Procedure Be Used?
- When Should Parliamentary Procedure Be Used?
- The Purpose Of Parliamentary Procedure Is...
- How to Make a Motion
- How to Change a Motion

INTRODUCTION

This resource handbook has been produced by the staff of the Student Activities Office to define the operational procedures for CT State Northwestern student clubs. This information should provide users with pertinent information on starting a club, continuing a club, or restarting a club, handling funds, scheduling space and planning meetings/events within the College and State of Connecticut established guidelines. By following the procedures as they have been outlined in this handbook, program development and club finances will be much easier, effective and rewarding. Please feel free to direct any questions or comments concerning the information contained in this handbook to the Student Activities Office located in room GW110, or call 860-738-6344.

All student leaders & advisors participating in a club are responsible for being familiar with the information contained in this handbook and are expected to comply with all rules and regulations. This document is a supplement to the Student Senate Constitution and By-Laws and is enforceable pursuant to State of Connecticut and College established policies.

Failure to comply may result in your clubs funds being frozen, or your club being put on suspension or dissolved.

ROLES AND RESPONSIBILITIES-

Student Activities Office

Student Activities Office administers the co-curricular program and offers a variety of services that may include leadership workshops, event planning assistance, interpretation of state regulations, monitoring the Student Activity Fee (SAF) fund, schedules events and monitors the multipurpose room in Greenwoods Hall and provides general information about events and activities on campus. Questions regarding this guidebook or anything related to clubs & activities, please contact the Student Activities Director

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Location: Greenwoods Hall Room 110: Monday through Friday, 8:30 AM – 4:30 PM the Student Senate mailboxes are also located in this room.

The Student Senate

- Serves as the official representative/voice of the student body.
- Governs and appropriates the Student Activity Fund (SAF).
- Hears the petitions or complaints of students regarding all matters of student life.
- Provides an effective means of communication between the CT State Northwestern student body and CT State Northwestern faculty and staff.
- Regulates the activities of approved clubs in the best interests of the student body.
- Appoints students to all governance and College committees requiring student representatives.

Club Advisors

All student clubs must have a CT State Northwestern employee as an official advisor, limited exceptions may be made by the Student Activities Office based on extraordinary circumstances and on a temporary basis only. An advisor serves as a link between the College and the student club and should assist the students in achieving their goals and objectives as individuals as well as the club. It is preferable to have two advisors for each club, if possible, one being a staff member and one a professor. This helps spread the workload as well as insuring consistent access for student clubs to advisors. **Advisors should do just that, advise, they are not expected to do the work for the students.**

Considerations when selecting an advisor:

- What is the advisor's philosophy about organization?
- What training, expertise and skills does the advisor have in student leadership and development?
- What is the advisor's level of interest in the club and time commitment?
- How will the advisor's personal characteristics blend with the members of the club?

Advisors should...

- Be an information/resource person and suggest program ideas when asked.
- Share specific knowledge in the development and implementation of programs.
- Attend meetings and programs of the club.
- Interpret/clarify College policy and procedures to student clubs with the help of the Student Activities Director
- Provide historical continuity for the club.
- Provide ideas and guidelines for the recruitment of new members and may play a role in recruiting new members at the request of the club.
- Be a personal role model and serve as a problem-solving agent.
- Advise officers about meeting agendas and minutes.

Advisors should NOT...

- Run the student club meetings.

- Vote or have veto power over decisions.
- Take care of last-minute program details or be ultimately responsible for program problems or failures.
- Make decisions on behalf of the club or act without documented approval by the club through a formal vote.
- Act as secretary for the club, complete minutes for the club, submit documents on behalf of the club or complete the documents for the club. This is the responsibility of the students. You may advise and help them fill out the form only.

Find the Right Connection

Now that you have some information about what advisors and leaders see as the role of the advisor, you as a leader may need to find the right fit for the advisor of your student club. Every student club advisor must be aware of all event forms and financial paperwork for clubs that is completed, but it's up to you and your advisor to define additional roles.

You may also want to consider discussing some of the items outlined below with your advisor to help your club get off to a great start! Meet with your advisor at the beginning of the year to talk about his/her perceptions of the role of the advisor. Outline your and their expectations. Continue to meet with your advisor at least once a week to touch base and to keep the advisor informed as to what is happening with the club, projects, or programs.

Other things to do together:

- Arrange a semester meeting with the Director of Student Activities. This will help you outline your budget and understand how to organize and fund events.
- Discuss your club's history, traditions, major accomplishments, fundraisers, programs, etc.
- Review the club's constitution together.
- Explore the relationship your group might have with others (ideas for co-sponsorship, recruitment, etc.).
- Review your budget (for example: if funded, go over the line items approved within the budget and work with the student activities office and their guidelines to execute your expenditures).
- Discuss general goals for the club to share with group members and receive input.

Roles of Student Club Officers

(Your club's Constitution may vary from the recommendations below).

To Be an Effective President:

- Prepare an agenda for each club meeting.
- Know Robert's Rules of Order for conducting a meeting and practice this procedure.
- Remain impartial - avoid expressing your personal opinion and set an example for others.
- Know and understand your club constitution and the Student Senate Constitution.
- Carry out the decisions of the group even though they may be contrary to yours.
- Know the responsibilities of all your club officers.

- Keep the group goals directed and on track throughout the semester. Work closely with your club advisor.
- Know your limitations and seek support and guidance whenever necessary.
- Can sign off in the absence of the treasurer.

To Be an Effective Vice President:

- Be prepared to take over the presidential responsibilities at any time and assist the President in any way.
- Be prepared to take on any specific duty that is requested of you, i.e. represent the club on committees.
- Model appropriate behavior and be aware of your limitations.
- Call issues to the attention of the President.

To Be an Effective Treasurer:

- Always know how much your club has in its account. You can get this information from Director of Student Activities or the Student Senate Treasurer.
- Meet with the Student Senate Treasurer regularly or the Director of Student Activities.
- Maintain accurate records of monies received, paid or owed on an electronic spreadsheet.
- Understand and accept responsibility related to student funds.
- Keep records that can be easily obtained and understood and give a treasurer's report at each meeting or upon request.

To Be an Effective Secretary:

- Take minutes of all club meetings and type them up within 5 days of the meeting. Give minutes to your advisor, club members and a copy to Director of Student Activities. Minutes should reflect date, time, and place of the meetings, attendance, agenda topics, all motions and votes, new business, and adjournment time
- Be knowledgeable of office procedures, including use of Microsoft Word and Excel.
- Keep an updated membership roster with contact information.
- Be responsible for all correspondence and maintain and organize all files for future use.

GENERAL REGULATIONS GOVERNING ALL CLUBS

Returning Clubs

Should notify the Director of Student Activities by submitting the following items:

- Submit the Officers Information and Advisors Agreement form. This should include the officer's & advisor's names, (minimum of three officers and a faculty/staff advisor) and contact information- Phone & School Email.
- Club minutes verifying elected officers and name of faculty advisor(s).
- This can be completed at the end of the Spring Semester when new officers are elected or upon the clubs return in the fall.

Clubs must do these before any funds are spent (fundraised account or semester start up funds or with your fall budget submission).

Grievances

Grievances can be lodged with the Student Senate by any club or club member if they believe they were not treated fairly regarding their constitution or disbursement of funds. The Director of Student Activities and the Student Senate Judiciary Committee will investigate the grievance and submit a report to the Office of the Dean of Student Affairs or their designee within 14 working days from the date of filing. The Director of Student Activities will then submit recommendations based on all parties reviewing the grievance(s) input to the Student Senate within 14 working days of receipt. An appeal may be made directly to the Office of the Dean of Student Affairs or their designee.

Electronic Signatures Electronic signatures will be accepted for Financial Request Forms from the Club' Treasurer or President's Student College Email Address and Minutes from the designated minute taker for the club's Student College Email Address.

Club Misconduct

The Director of Student Activities will send an initial written warning to the club advisor if a club violates any Student Senate, College or State policies pertaining to the use of SAF funds or club actions in general. Particularly if a club fails to regularly submit minutes, a current officers list, any constitutional changes, has any ineligible officers or has been inactive for four semesters. If corrective measures are not taken, further action will be taken in the following order:

- The Student Senate President or Secretary will send a second written statement of violation to the club president, club advisor and the Director of Student Activities.
- The club's account will be frozen. The Student Senate Judiciary Committee will further investigate the matter within 15 days. Written recommendations by the Judiciary Committee will be made to the Student Senate and action will be considered at the next regularly scheduled Student Senate Meeting.
- If found in violation, the club's recognition will be revoked and/or privileges will be denied.
- Students in the course of their duties as club officers or members must abide by the CSCU Student Code of Conduct. Violations of the Student Code of Conduct will be reported to the Campus Dean.

Club Membership: Student Senate recognized and funded clubs must be open to all enrolled students unless specified or required by the club's membership in a national, regional, or professional association that may have membership requirements. Alumni, while encouraged to partake in club activities, are not voting members and enrolled students get first right of refusal to participate in any events, activities, or trips that the club may hold before an alumnus. The club advisor, at their discretion, may remove any alumni from participating in activities.

Club Members & the Student Senate

All clubs are strongly encouraged to attend Student Senate meetings in order to enhance communication and increase involvement in the governing process.

Digital Signage

Student clubs, through their advisor(s), can request to have a message displayed on the digital signage outside of the buildings on campus to display notices about events and meetings. E-mail Susan Stiller (sstiller@NCCC.edu) for assistance. For the TV's inside the buildings, contact Andrew Wetmore, awetmore@nwcc.edu

Minutes of Meetings

- All clubs are required to have at least one business meeting per semester during the regular academic year.
- Must be on file in the Student Activities Office for audit and review.
- Meeting minutes for clubs/organizations are public information and must be available for state audit. Minutes must be distributed within five working days after the meeting. In accordance with College policies and the State of Connecticut Accounting Procedures Manual (herein referred to as Activity/Welfare Manual), minutes must clearly indicate names of members present, treasurer's report of income and expenses and all action taken by the group, particularly concerning financial matters.
- Should be electronically sent to the club's treasurer, faculty advisor, Director of Student Activities from their college email address. A signed hard copy should be kept on file as well.

Harassment/Non-Discrimination Clause

Harassment and/or discrimination of any kind is not tolerated and is unacceptable at CT State Northwestern. Complaints of harassment and/or discrimination should be directed to Director of Student Activities, any Dean, Human Resources, the CT State Northwestern Affirmative Action Officer or the Office of the President. Student clubs 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.

Student Activity Fund Equipment

Equipment and supplies purchased from the SAF become the property of Student Activities Office and shall be used for official business only. All equipment must be tagged in accordance with State Comptroller regulations. Equipment should not be transferred to another office or discarded without completing a move ticket. A copy shall be submitted to the FAS Office Accountant and the Director of Student Activities. Equipment and supplies highly susceptible to

theft should be under lock and key and frequently checked. Always immediately report, in writing, lost or stolen items to the FAS Office Accountant and the Director of Student Activities.

POLICIES FOR ORGANIZING & FUNDING STUDENT EVENTS

Facilities & Events –

- You cannot make a room request before any required funds/expenses have been approved.
- A Request for Room or Facility Use form must be completed by your advisor and turned into the faculty secretary as soon as possible. This does not guarantee space availability. ***
- For off-campus events, special events, and large group events, a detailed program proposal with the signature of the club officers & advisor must be submitted to Student Activities Office.
- It is the club's responsibility to accurately complete all the information on the request form and to submit paperwork signed to the appropriate office. Failure to do so may result in your event being cancelled.
- The scheduler will notify the club advisor if space is approved or available.
- The club is responsible for setting up and breaking down after each event. The facilities and maintenance staff will unlock your space, bring over requested tables & chairs but it is the club's responsibility to set up and arrange the room as they wish and return it to its original set up.

Equipment Use

- Requests for audio-visual equipment, special room set-up and maintenance services for any event should be made on the Request for Room or Facility Use form.
- Other than special arrangements agreed to in advance and general maintenance, sponsoring club assumes full responsibility for coordinating all equipment and special needs.
- Sponsor is responsible for set-up, clean-up, and returning the space to original layout.
- Use of Student Activity Equipment must be approved by the Director of Student Activity.

Contracts & Obligating Funds

- The College President, The College Dean, Associate Dean of Campus Operations, or their designee is the only individuals authorized to sign contracts for the SAF.
- Students and advisors are **not** authorized to commit the college or their club to any commitment (financial or not) without prior club authorization (as noted in club minutes and through the Club Account Request Form) and clearance by the Director of Student Activities (or the Dean of

Administration where necessary). All contractual arrangements for travel, entertainment, professional services, catering, facilities-use, merchants/vendor's services, and any other binding riders or agreements must be made using a State contract or SAF Purchase Order (available in Student Activities Office to authorized officers only). Be sure to include the service provider's social security number or federal tax ID number to process payment. A Vendor's Invoice must also be attached to the W9 form.

Advertising: Publicity Methods & Procedures

- If funded through the use of Student Activity Fee money, no event should be advertised for until the club budget is authorized and stamped by the Director of Student Activities. Failure to do so will result in having your posting removed.
- Multiple postings in the same area are strongly discouraged. Space on bulletin boards is limited. Clubs are responsible for posting and removing their advertising immediately after the event, and only place flyers in areas where permission is granted. Seek the opinion of the Dean of Administration and/or the Director of Student Activities if you require help. A printout of the bulletin boards is available both online and the Student Activities Office.
- Advertisement is not allowed in bathrooms, on cars, on windows or on painted walls.
- Flyers can be placed on designated bulletin boards only.
- Requests for the posting of "approved" student events on the College's web site must be made via e-mail to the Director of Student Activities or by the Club Advisor.
- Press releases must be reviewed by the Director of Marketing and Public Relations. The Director of Student Activities can provide additional assistance.
- Ideas & resource materials are available in Student Activities Office upon request.
- Television's on campus may also be utilized. See the Student Activities Director for more information about placing your event or announcements.

Travel

- The Director of Student Activities must authorize all travel requests before making any financial commitment. The Director of Student Activities may also require approval from the Dean of Administration or Dean of Student Affairs concerning travel request approvals for your club.
- Promoting off-campus travel not sponsored by CT State Northwestern or the State of Connecticut is prohibited.
- Events that require travel must be chaperoned by an authorized employee of the College. They serve as an agent of the College.

- Chaperones **MUST** stay in the same general location as the students they are chaperoning. If it is a hotel, separate rooms are appropriate and required. If it is a bus trip to a non-specific location such as a entire city, the chaperone should stay at least within the city limits.
- Chaperones **MUST** participate in the same official trip activities as the students they are chaperoning. If they are unable to participate in an activity, they **MUST** at least be in the same location to supervise and assist in the case of an emergency.

STUDENT ACTIVITY FUND FINANCIAL GUIDELINES

Pursuant to the terms of section 4-52 through 4-58 of the Connecticut General Statutes, the College's annual Student Activity Fee rates are \$15 for full-time students and \$10 for part-time students per academic year. The Student Activity Fee supports most co-curricular activities held during fall and spring semesters only. Clubs cannot collect membership dues from their students unless the fees are for a national chapter. Important: Since this fee is collected from CT State Northwestern students, it must be used to support only those co-curricular activities that benefit CT State Northwestern students.

Summer events: No club events will be held following commencement in the spring semester or before the start of the fall semester without written prior approval of the Director of Student Activities and/or the Dean of Students. Requests must be made in writing no later than the Date of Commencement for any events to follow up until the first day of classes in the fall semester. Program specific organizations whose programs that runs regularly outside the traditional Fall/Spring semester schedule (Example: Student Nurses Association), are exempt from this section.

Budget Allocation, Requesting Funding

- At the start of the semester clubs must submit their new budget request by the deadline established by the Director of Student Activities if not set by the Student Senate or their Governing Documents.
- Funding needs must be made in writing by submitting a Club Account Financial Request Form. In order to spend funds from your club account, this form is required for expenditures requested to use from their semester budget (Student Activity Fund request) that was approved and adopted by the Student Senate or fundraised funds in the club account. Requests should be made at least 2 weeks before the club requires products/services. If no prior minutes are on file for the request, they must be attached to the request form when turned in.
- The Director of Student Activities is required per the business office to authorize any funds moved in or out of a club account, thusly requiring documentation that reflects the student club/organization's request. It is therefore required that the Club Account Financial Request form be completed and signed by the designated club officer before any release of funds or purchases can be made.

- Unused Student Activity Funds from the fall semester will be reallocated to the Student Senate. This will take place on the last day of February. Unused Student Activity Funds in the spring semester must roll back over into the Student Senate’s Unallocated Account. It is advised that if you are going to hold a fall event by the last day of February that you include it on your request for the fall budget. The fall funds will NOT be held over into the spring and must be allocated again.

- The funds of any club that has been inactive for two consecutive years (four semesters) will automatically, without notice, be transferred to the Student Senate Account.

- Each club president, advisor and treasurer is responsible for compliance with Student Senate, CT State Northwestern & State financial procedures and regulations. Responsibilities include maintaining accurate financial records, completing funding requests in a timely manner, making and recording deposits, and completing Club Account Financial Request Forms. In the absence of the treasurer, the club president is responsible for carrying out said duties. The club president, treasurer and advisor are ultimately responsible for the ethical handling of all club funds.

- No recognized club or its advisor may encumber or obligate the College without substantiating minutes and appropriate authorization by the Student Activities Office. All goods or services must be delivered by the end of the spring semester.

- Fundraised funds may be spent by the club in the manner in which they deem fit. The club must complete the Club Account Financial Request Form with any club minutes that indicate the desire to use their funds outside of their SAF budget request.

- If a club fails to use or to purchase goods or services, the club must vote to reallocate those the funds during the next meeting. A copy of the club minutes or notice from a clubs officer must reflect this change and include an explanation and be submitted to the Director of Student Activities. If a club chooses to change the initial use of funds granted to them by the student senate, the student senate must then approve the use of the reallocated funds before they can be spent. The club should provide a brief statement along with the minutes reflecting the requested change. The Senate will take up the matter at their next regular meeting.

State Tax Exemption

Pursuant to the General Statutes of Connecticut, sales of tangible personal property or services to the State of Connecticut or any of the political subdivisions thereof, or its or their respective agencies are tax exempt. For information on special taxes from which the college is not exempt, contact the Business Office. A tax-exempt form for club purchases can be obtained in Student Activities Office.

Purchasing Regulations & Payments

Purchases should be made at the best prices obtainable but never at the expense of the purchasing process. Before making a purchase, the club officer should contact the business office or the Director of Student Activities and obtain information about special rates available on State contracts. Competitive bids should be obtained for major purchases. Approval of the Department

of Administrative Services - Procurement Services will be required for major purchases, such as motor vehicles and computer equipment.

The Director of Student Activities will work with the club officers and advisor to determine the best manner to purchase your items and the following procedures are to be adhered to when purchasing items for the club:

- Each club is to elect a treasurer to handle its financial transactions. Expenditures should be made within the available budget detailed in the club budget that was approved by the Student Senate or approved by the club with fundraised funds and reflected in the club's minutes. The treasurer will be responsible for keeping accurate and up-to-date records to prevent overspending. The president can also handle these matters in the absence of the Treasurer.
- A Club Account Financial Request Form initiates the purchasing process and requires the appropriate signatures before any purchases can be made. The signatures required are the designated club officer (Treasurer or President), the Director of Student Activities and the treasurer of the student senate. Attach minutes of the meeting authorizing the purchase (if necessary) and an invoice indicating the amount of the expenditure.
- If a Purchase Order was required- in order to execute the payments, the officer of the club will acknowledge the receipt of the goods or services and have had prepare a Club Account Financial Request Form two weeks prior to the required need of the arrival of the goods purchased (see below for details).
- All payments for goods and services are to be substantiated by original vendor's invoices or by itemized receipts from individuals. In cases where such supporting documentation is not available, a written statement containing pertinent data is to be prepared by the officer of the club to support the payment voucher. It takes at least fourteen business days to receive a check.
- Individuals will NOT be reimbursed for taxes paid (sales tax).
- The signed Club Allocation Financial Request Form with the supporting document attached will be submitted complete and with required signatures noted above before a Purchase Order can be requested or any payments can be made.
- The Dean of Administration must approve all expenditures that equal or exceed \$1,000 from SAF Funds and all contracts for professional service. The attorney general must authorize Artist Agreements, which equal or exceed \$3,000. You should allow at least 90 days to obtain this signature and to process your Artist Agreement. Artist Agreements are available in Student Activities Office. In the event there is no official of the student club available from whom authorization may be obtained, the Chief Fiscal Officer of the parent educational institution will have the authority to liquidate any fully substantiated obligation from the resources of the student club.

Club Allocation Financial Request Forms –

Form can be located in the Student Activities Office or a fillable PDF can be found on the website under the club's page. This form is still required to be filled out and sent to the office from your treasurer's school email account. No exceptions.

All clubs are required to use Club Allocation Financial Request Forms when paying for approved goods, services or transportation.

Use the following as a guideline:

- This form must be completed before ANY transactions can occur for a club account.
- All original receipts and invoices must be turned into the Student Activities Office to be attached to the completed Club Allocation Financial Request Form.
- All vendors must have a W9 form on file.
- The Club Allocation Financial Request Form is to include all of the vendor or individual receiving payment and must be signed by the club president or treasurer, Student Senate Treasurer, and the Director of Student Activities. This includes for a reimbursement.
- Students receiving reimbursement are not allowed to sign the Club Allocation Financial Request Form seeking their own reimbursement. An alternative club officer should execute the document.
- A receipt must be turned in after the purchase to received reimbursement. ***For employees, please turn in a completed employee reimbursement form with the receipt.
- Absolutely no checks or payment will be made for unauthorized requests or requests that are in violation of Student Senate, State or College policies governing the use of SAF funds.

Unauthorized Expenditures

According to the Comptroller's Activity/Welfare Manual, expenditures for the following items will not be made from activity or welfare funds:

- Routine expenditures such as equipment, supplies, forms and postage for State use.
- Repair or maintenance of State equipment (except certain jointly used equipment).
- Professional books, magazines and memberships in professional organizations not related to specific activity/ welfare fund functions or for which the greater benefit does not accrue to clients, inmates or students.
- Salaries for services that are the responsibility of the institution or agency.
- ****Gifts, services, or donations to State employees, private citizens, or organizations (except other entities organized to benefit students, inmates or clients. Example: donations from a class

restricted account to a student alumni association). Specific fund raising events for charitable organizations are not excluded and must be accounted for in a restricted account.

- ****Only the net profits of the proceeds may be donated to the charitable organization. If the fund-raiser event does not meet the expenditures for the event, proceeds may not be donated to the charity organization. The fund must cover all expenditures of the event. However, if the fund policy provides guidance on this issue, the policy statement prevails.

- Loans to State employees and persons other than inmates, students, or clients of the institution or agency. Other expenditures that directly benefit the employees, except expenditures from restricted accounts that are established in accordance with Section IV-B.4 (REVENUES-Restricted Accounts). However, expenditures for State Agency sponsored joint ventures participated in by employees in conjunction with patients, clients, inmates or students may be made from activity or welfare funds

Fundraisers **** (see unauthorized expenditures section noted above- derived from the State Comptroller's Office: Accounting Procedures Manual for Trustee Accounts) Fundraising activities that result in officers, advisors or members receiving a direct personal benefit or interest are strictly PROHIBITED.

- If a fundraiser is conducted to raise money for a scholarship or charitable donation, minutes must reflect the name of the program and donation recipient (i.e., American Heart Association Flower Sale). Expenses for such a program cannot be paid directly from Student Activity Fee funds but may come from the revenue generated as long as it is processed through Student Activities Office and the club account. Fund deposited for a specific purpose (fundraiser for a specific club trip), must be noted on the deposit form.

- Any fundraising efforts are to be approved by the Director of Student Activities prior to any fundraising.

- Any fundraising efforts off-campus are to be approved by the Dean of Administration and the Director of Student Activities prior to any fundraising.

Deposit Information

- Club Allocation Financial Request Forms are available in Student Activities Office, these are to be used for all club financial transactions, including deposit.

- All cash belonging will be deposited within 24 hours after receipt except if otherwise authorized by the State Treasurer, or the total amount is less than \$500. Total daily receipts of less than \$500 may be held until the total receipts to date amount to \$500, but not for a period of more than 7 calendar days.

- All club members, officers, volunteers of student run groups, or people handling cash must make deposits of cash with the Student Activities Office.

- Please make sure that the name of the club is on the Club Allocation Financial Request Form as well as a description of the deposit.

ORGANIZING A NEW CLUB

Tips for Organizing A New Club

Student clubs, like any group, involve people getting together out of a common interest and/or cause to accomplish a task. The task can be anything from providing a social outlet for students with special interest areas to providing a forum in which to keep abreast of current issues, to providing a concert for enjoyment. Whatever the interest may be, Student Activities Office is interested in assisting students with the formation of student clubs.

When developing a new club please consider the following:

- **The Club Needs to Have a Reason for Existing:** There needs to be a sense of purpose that others can relate to, understand and share, and a common goal for everyone to become part of. Ownership in the club is the key to retaining members.
- **Be Prepared during the developmental phase of the club to take on a great deal of the responsibility for setting up the first few meetings and publicizing them.** Once the club has a sense of organization to it, this task should be delegated to another member of the group.
- **Enthusiasm Is A Must!** Recruit campus-wide and be excited! It's catchy!
- **Cooperate with other student clubs and administrative offices and use these campus resources to the fullest.**

How To Become An Official Club On Campus

Interested students must submit the following items to Student Activities Office:

- **Petitioning groups for charter must submit a completed New Club/Organization Packet.** A budget submission for request of Student Activity Funds is optional at the time of petitioning for chartering. Documents must be submitted to the Student Activities Office by the Friday before the Student Senate Meeting next convenes to be considered.
 - a. **Signed Advisor Agreement** (the name of a staff member who has agreed to serve as the club's advisor) **Officers List with signatures.** A minimum of three officers are needed.
 - b. **Membership List** of a minimum of five current CT State Northwestern students who have expressed an interest and willingness to work (Can include the four officers).
 - c. **A Constitution** written in accordance with Robert's Rules of Order and signed by the president, secretary and advisor. A sample constitution is available in Student Activities Office and in this packet.
 - d. **Minutes of the Meeting** in which the constitution and by-laws were ratified, and officers

were elected.

- Representative from the club must meet with the Director of Student Activities to discuss the purpose and plans of the organization. Students may request to meet in the Student Activity Office (GW110) as initial meeting space to discuss how to form their new club.
- Upon receipt of the New Club/Organization Documents, the Student Senate will vote to recommend or deny the approval of the new club. Should the Student Senate approve the recommendation, the president of the college will approve or deny the creation of the new club/organization. Should the president approve the club/organization, the student activity funds that may have been allocated can be spent.
- All sources of outside funding shall be disclosed to the Student Senate
- Some organizations may be approved financially independent of the Student Senate; however, those seeking financial assistance from the Student Senate must submit a proposed budget for the semester on the Budget Request/Allocation form.
- In order to receive funding through the Student Senate for Student Activity Funds, a club must be chartered.

Recognized, FUNDED clubs will have the following privileges

- An account established in the Business Office under the Supervision of the Student Activities Office
 - A right to request activity funds
 - A right to request permission to sponsor events
 - Use of CT State Northwestern facilities and campus resources/services as approved
 - The opportunity to seek program advice/assistance from the Student Senate and the Student Activities Office.

Unrecognized Clubs

Cannot obligate the college to purchase goods and services or request any funds without being recognized. They may also not receive funding from any external sources and may not use the college's name, logo or colors in any ways that may insinuate an association with the same.

PARLIAMENTARY PROCEDURE

Parliamentary Procedure is the code of rules for working together in groups. It has evolved through the centuries out of the experience of individuals working together for a common purpose. It is logic and common sense crystallized into rules of law.

Why Should Parliamentary Procedure Be Used?

- It facilitates the transaction of business.
- The vote of the majority decides.
- All members have equal rights, privileges, and obligations.
- The minority has rights that must be protected.
- Full and free discussion is an established right.
- Only one question can be considered at one time.
- Every member has the right to know what the question before the group means before she/he votes.
- The membership may delegate duties and authority but retains the right of final decision.
- Parliamentary rules are administered impartially.

When Should Parliamentary Procedure Be Used?

- Policy making groups.
- Groups with large membership.
- Groups composed of elected representatives.
- On matters of relative importance.
- On controversial issues.

How Should Parliamentary Procedure Be Used?

The conduct of meetings can be conceived to be a continuum of formality. At one end we have the highly formal type of meeting using parliamentary procedure in its strictest sense. At the opposite end we have the informal discussion in which the “elected” leader is indistinguishable from the other members. An effective democratic leader should develop sensitivity to the situation and she/he should be flexible in adapting the group’s procedure appropriate to the situation.

The Purpose Of Parliamentary Procedure Is...

- To enable a group to conduct business with efficiency and harmony.
- To protect the rights of each individual. Accordingly, there are some basic principles to consider in achieving these purposes:
- Only one person may claim the attention of the meeting at one time.
- Each motion is entitled to full and free debate.
- Every member has rights equal to every other member.
- The will of the majority must be carried out, and the rights of the minority will be preserve

How to Make a Motion

- Member rises to address the Presiding Officer and waits to be recognized.
- Member is recognized by the Presiding Officer. Chair states the member’s name or nods to the member in the red shirt, etc. That member is the only member entitled to present or discuss a motion at that time. If two members rise at the same time, the member on the chair’s right goes first.
- Member proposes a motion. Introduce a motion by saying, “I move that...” followed by a statement of the proposal. The motion is not to be discussed until it has been seconded by

someone and stated in full by the chair. Never say “I make a motion...”

- Another member seconds the motion. The member does not have to rise or address the chair, but simply says, “I second the motion.” If no one seconds the motion, the chair may ask, “Did the chair hear a second to the motion?” If there is none, the chair will declare, “The motion is lost for want of a second.”
- The Chair restates the motion in full. When the motion has been properly made and seconded, the chair restates the motion in full to the group.
- The members discuss or debate the motion. After the chair has restated the motion, any member may discuss it. The members must be recognized first and is allowed to speak only twice on any one issue in any one day. Time limit is 10 minutes each for a total of 20 minutes. If the originator of a motion wishes to speak, he/she is recognized first. Privilege of speaking may not be transferred to another.
- The Presiding Officer takes the vote on the motion. When all members have finished discussion, the chair “puts the motion to a vote.” He/she will ask for any further discussion. If none, the discussion is closed. The chair will then take the vote by announcing, “All in favor of the motion to (restate the motion) say ‘Aye’.” Following that response, the chair says, “Those opposed say ‘Nay’.” The chair cannot tell from the volume of voices which way the majority vote went, he/she might ask those in favor to rise. After counting, he/she then says, “Be seated. Those opposed, rise. Be seated.”
- The Presiding Officer announces the result of the vote.
- The chair states, “The ayes have it and the motion is carried” or “The nays have it and the motion is lost.” As soon as the vote has been announced, if determined by voice vote rather than standing, and any member questions the results of the vote, the member may call for a Division of the House. The chair must then ask members to stand for an actual count.

How to Change a Motion

When you want to change a motion that is on the floor, you must first stand to be recognized. Then you say, “I move to amend the motion by (and state your change precisely).” There are three ways to change a motion:

- By adding -- add something to the original motion.
- By striking out -- strike out something from the original motion.
- By striking out and inserting -- striking out something from the original motion and inserting something else in its place.
- An amendment must be germane to the motion -- that is, it must have direct bearing on the main motion. When an original motion has been amended, there is a specific order of voting.
- Amendments are voted upon in order before the group can consider the main motion.
- After discussion, if necessary, the vote is taken on the amendment to the motion. If this amendment passes, then the motion is amended.
- After discussion of the amended motion, the motion is voted on. The vote is taken on the main motion as amended.

For additional information, consult Robert's Rules of Order, Newly Revised.