STUDENT LIFE HANDBOOK – TABLE OF CONTENTS

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***Note: Please submit all forms to the Office of Student Life – Bronx or New Rochelle Campus**

By participating in campus clubs, students seek to balance the scales between their academic requirements and their social development. To enhance this experience it's imperative that each club embrace a minimum standard of performance tied to specific core objectives. These objectives will generate outcomes that are consistent with those of the college. Beyond providing a fun and engaging venue, the intent is to help students develop a foundation that will allow them to constructively address the challenges they face on daily basis. Additionally, utilization of these core objectives will allow evaluators to measure the effectiveness of the program and make adjustments where necessary. The "Core Objectives" are as follows:

1. **Conflict resolution**: Nothing is more important than to help students understand the significance of resolving conflicts in a way that meets their needs and leaves others intact. Understanding the difference between "Aggressive," "Passive" and "Assertive" behavior is essential. While the first two ultimately create victims, engaging in "Assertive behavior" allows an individual to have his/her needs met without violating someone else's space.

2. **Problem Solving**: Learning how to resolve problems without having them escalate to higher levels. Employing specific tactics and strategies that work to clarify the problem and establish a proper course of action will translate into more meaningful experiences that contribute to the well being of the student.

3. **Self-Concept Enhancement**: Providing activities that promote the belief that we all are capable and loveable. Exposure to positive environments that support an individual's need to feel worthy can make all the difference in the world. Clubs and programs that have this as their core value generate the most interest and participation.

4. **Diversity/Sensitivity Training**: Helping students understanding the significance and importance of embracing differences in a way that broadens their perspective of the world is a vital attribute in the twenty first century. Our world's diversity is vast; the more an individual educates him/herself about these differences and accepts them, the more likely they are to succeed. Those that are rigid and inflexible are subject to breaking under the pressure of change.

5. **Promoting Self-Esteem**: Getting participants to believe in themselves and accomplish things they never imagined should be at the very center of club participation. Helping students feel good about themselves and their accomplishments will create a domino effect that will lead from one success experience to another. Success breeds success…the club experience should promote activities that will allow participants to succeed at various levels. In so doing, we establish the building blocks towards greater success.

At the end of the program the group/club leader should be able to measure the success of the activity not just on the level of participation and the overall goals, but also on these more subtle objectives that add significant meaning to the club experience.

Academic Requirement for Club Officers

In order to hold a position of Office in any Club, students are required to be in good academic standing, which consists of at least a 2.5 GPA. If during the term of a student's academic career he or she is involved in a club or organization and falls below the required GPA, he or she will be put on probation until the GPA is in accordance with the required standards. If the Student Officer fails to improve on the GPA requirement he or she will be removed from leadership position.

MONROE COLLEGE

REQUIRMENTS FOR THE FUNCTIONING OF CLUBS

1. Every Club must have a Constitution prepared by the Advisor and Club Officers detailing: (see Sample Constitution enclosed)

    - Name of Club
    - Club Mission
    - Executive Officers
    - Membership Requirements
    - Elections (requirements and process details)

    Once Clubs are in process, constitutions should be reviewed each semester by advisors for ratifications and amendments.

2. Every Club should be committed to at least one, but not limited to such, act of community service a semester. The service can be one of choice, approved by Advisor/Chair, or one already established.

3. Every Club must commit to at least one signature activity each semester (that is an activity which signifies the existence of that club and is indicative of the Clubs purpose). Such activity may fall under at least two of the following categories; Scholarship, Leadership, Diversity, Community, Health and Wellness, Service to Community, Career Development, Social and Fun.

4. An officer of each club is required to attend a monthly meeting. On such meetings he/she may be instructed to prepare Club Reports summarizing issues and past or upcoming events.

5. When new members apply and show interest in a club it is suggested that they receive a response within one week's time.

6. ALL CLUBS, GROUPS AND SOCIETIES SHOULD BE PRESENT IN SOME CAPACITY AT OTHER CLUB EVENTS. REMEMBER IF YOU WANT TO BE SUPPORTED, YOU SHOULD SUPPORT!

This form should be distributed to all Club Leaders.

MONROE COLLEGE

GENERAL POLICIES FOR ALL CLUB EVENTS

STUDENT ID:

- ID must be present at all times.
- If a student does not have an ID and a security or worker does not know the student he or she can be sent away to get ID.

EVENT TICKETS:

- $3.00 is the usual ticket amount, unless otherwise indicated. There is an additional charge if purchased at the door.
- Tickets will be sold at the venue where notified.
- When tickets are sold out in advance all parties involved should be notified to avoid overcrowding and conflict.
- When the ticket table closes, all monies should be counted and recorded by a Student Activity Treasurer, and left with the staff counselor or security in charge. All monies should be picked up the following week day.

GUEST POLICIES:

- If guests are expected at events all security and administration must be notified.
- Guests must be able to present ID at all times.
- Outsiders without ID will not be admitted, unless guests are permitted at the event.
- A Guest list will be preset for all Parties, but is not necessary for Dance Shows, Performing Arts Events and Talent Shows.

GUIDELINES FOR POSTING AND DISTRIBUTING FLYERS ON CAMPUS:

- All flyers must be approved by Advisors or Office of Student Life.
- After approval, flyers must be stamped by Student Life.
- Flyers should not be posted by Student Leaders on glass doors without approval (this becomes messy for maintenance).
    - If a flyer is approved to be put on a glass door it should be a 1 day period flyer (removed in one day).
    - It must not be posted up with tape (tacky gum should be used).
- Flyers must be taken down immediately after the event.

MONROE COLLEGE

ROLES AND DUTIES OF CLUB ADVISORS

Club Advisors Roles:

1. Facilitate and coach students in developing a commitment to team-work.
2. Clarify goals and objectives of club to members, including mission statement and constitution.
3. Work with and encourage students that demonstrate potential, as well as show initiative, to become active leaders in the club.
4. Supervise club officers in overseeing activities of the club.
5. Follow up on officers' responsibilities.
6. Serve as an organizational liaison with club and campus administrators, faculty, and staff members.
7. Oversee club's adherence to local college policies and procedures.
8. Oversee the annual elections, transitions, and training of club officers.
9. Oversee club finances.
    a. Authorize club expenditures
    b. Advise officers on implementing group fund-raising activities
    c. Ensure preparation of end-of semester financial reports

Club Advisor Duties:

1. Attend meetings at least twice a month.
2. Facilitate the planning and scheduling of activities for each semester. Activity dates should be submitted to the appropriate person in the Office of Student Life (Bronx/New Rochelle campus) no less than three weeks prior to the upcoming semester. *(i.e. if we are in Fall semester, details for Winter activities should be submitted and approved no later than Dec. 3rd).*
3. Prepare a budget report request based on anticipated activities each semester. Advisors may budget lunches for the first and last club meetings only. Reports should be prepared prior to the semester in question. All reports should be submitted to the appropriate person in the Office of Student Life (Bronx/New Rochelle campus).
4. Encourage the club to commit to at least one, but not limited to such, act of community service a semester. The service can be one of choice, approved by Advisor, or one already established.
5. Ensure that club commits to at least one signature activity each semester (this is an activity which signifies the existence of that club and is indicative of the club's purpose). Such activity may fall under at least **two** of the following categories; Scholarship, Leadership, Diversity, Community, Health and Wellness, Service to Community, Career Development, Social and Fun.
6. Participate in and/or chaperone club events on and off campus (Performing Arts Club Advisors need to be present for rehearsals).
7. In order to receive the agreed upon stipend, club advisors must submit a report documenting all that has been accomplished during the course of the semester. The report should be submitted *to the appropriate person in the Office of Student Life (Bronx/New Rochelle campus) no later than the first day of finals.*

Evaluations of Academic Club Activities and Advisor performances will be submitted to the Academic Dean/ Chairperson of each department.

MONROE COLLEGE

STUDENT LIFE CONTACT INFORMATION

BRONX CAMPUS:

COORDINATOR OF ACADEMIC CLUBS
Edith Saint Fleur
Office of Student Life /Services
King Hall
(718) 933-6700 x8237

COORDINATOR OF ARTS & SOCIAL CLUBS
Anyikem Asong
Office of Student Life/Services
King Hall
(718) 933-6700 x8204

NEW ROCHELLE CAMPUS:

COORDINATOR OF STUDENT LIFE
Nesta Felix
Office of Student Life
Harrison Hall
(914) 632-5400 x6473

STUDENT LIFE HANDBOOK COMMITTEE

Compiled By:

- **Nesta Felix**

Edited By:

- **Anyikem Asong**
- **Edith Saint-Fleur**

MONROE COLLEGE

DESCRIPTION OF A CONSTITUTION

A Constitution is…
A constitution is the basic framework of an organization. It states the purpose, indicates the number of officers, the method of their selection, requirements for membership and other general operating procedures. Detailed methods of doing business and specific rules belong in a document called By-Laws. For example, if applicable, a Constitution would establish that dues are required for membership and a method of determining the amount of dues. By-Laws state the dues structure.

Article I. Name
The name of the organization should reflect the nature of the group.

Article II. Purpose
this section states the purpose, aims and functions of the organization.

Article III. Membership and Dues
This section states the requirements and size limitations of the membership and any dues

Article IV. Officers
this section lists the officer positions and the duration of terms. There are provisions made for vacancies, elections, appointments or recall of officers. Names never appear in the constitution.

Article V. Meetings
this article states the provisions for setting up a regular meeting time and any provisions for calling special meetings. The officer position, which has the authority to call meetings, is stated here.

Article VI. Quorum
this section establishes the rules pertaining to the number of members, or the percentage of the membership required to be present, to transact business.

Article VII. Amendments
Procedures for amending the constitution should not be too simple for the sake of the organization's stability. All amendments are subject to final approval by the appropriate governing body.

Article VIII. Ratification
this section states the requirements for ratification of the constitution of the newly formed organization.

Article IX. Non-Discrimination Statement
Every Monroe College student organization is encouraged to have a non-discrimination statement in its constitution.

SAMPLE CONSTITUTION

Article I. Name
Section 1. The name of this organization shall be the Monroe College (organization name).

Article II. Purpose
Section 1: The purpose of this organization shall be:
a. to function as a student organization
b. to encourage participation
c. to create campus programs and services
d. etc., as desired

Article III. Membership and Dues
Section 1. Membership in this organization shall be open to all Monroe College students.

Article IV. Officers
Section 1: The officers of the organization shall consist of a president, a vice president, a secretary and a treasurer. (Where applicable)
Section 2: Duties and Powers
a. The duties of the president shall be to (for example) preside at all meetings, call special meetings, appoint special committees, etc.
b. The duties of the vice president shall be (for example) to perform all duties of the president in her/his absence, to foster membership development, etc.
c. The duties of the secretary shall be (for example) to keep an accurate and permanent record of the organization, to prepare all correspondence, to notify the Office of Student Activities of all meetings and activities, to make necessary reports, etc.
d. The duties of the treasurer shall be (for example) to keep an accurate and complete record of all monetary transactions. The treasurer must disburse money allocated in accordance with the regulations of Finance Committee, if there be any, and the College.
Section 3: Election of Officers:
a. The officers shall be elected at the beginning of April to allow time to prepare the budget, constitution, and registration forms for the coming year.
b. State any qualifications necessary to hold office.
c. The candidates shall be nominated in the following manner: a nominating committee, nominations from the floor, or a combination of both of these.
d. Voting shall be by ballot, standing vote, show of hands, oral vote, or etc., as decided by the organization.
e. A majority of 3/4 or 2/3 of all votes cast shall be necessary for election. (One of these should be specified.)
f. Notify the Office of Student Activities of officer changes.

Article V. Meeting
Section 1: The Monroe College Organization shall meet (once a month, the 1st and 3rd Tuesdays of each month, the 2nd and 4th Wednesdays of each month, etc.) as decided by the organization.

Article VI Quorum
Section 1: (2/3, 3/4, etc.) of the members, or of the members present, of this organization shall constitute a quorum to transact business.

Article VII. Amendments
Section 1: Proposed amendments shall be submitted in writing and read at a regular meeting and shall be acted upon at the following meeting.
Section 2: This Constitution may be amended by a majority vote of 2/3 of those members at the meeting.

Article VIII. Ratification
Section 1: A 2/3 majority of those present at the first meeting of the newly formed organization will be necessary to ratify this Constitution.

Article IX. Non-Discrimination Statement
Section 1: A student organization will admit students without regard to their race, religion, color, sex, age, handicap, sexual orientation or national origin to all the rights, privileges, programs, and other activities generally accorded or made available to members of the organization and the campus community.

MONROE COLLEGE

New Club Registration Form

Please complete and return to the Office of Student Life – Bronx or New Rochelle campus.

Date: _____ Semester: _____

Organization Name: _____

Organization Mission Statement: _____
_____
_____
_____
_____

Organization Goal: _____
_____
_____
_____
_____

Name of Lead Advisor: _____

Names of assisting faculty and staff advisors:
_____
_____
_____

MONROE COLLEGE

Student Club Roster

Please complete and return to the Office of Student Life – Bronx or New Rochelle campus.

Semester: _____

Organization Name: _____

Advisor's Name: _____Phone#:_____ E-mail_____

Executive Officers

Name Student ID#	Title	Anticipated Graduation Date	Phone #

1. _____

2. _____

3. _____

4. _____

5. _____

General Members – be sure to include middle initial, year and student ID# -
PLEASE PRINT

Name	Anticipated Graduation Date	Student ID# & Phone #

If your organization has more members, please attach an additional sheet with member information.

OFFICE USE:
Date entered: _____

Received _____

MONROE COLLEGE

CLUB EVENT PROPOSAL FORM

In order to complete each semester's Activity Calendar in advance, this form must be submitted prior to the beginning of each semester. This form must be submitted for all planned club events.

Please complete and return to the Office of Student Life – Bronx or New Rochelle campus.

Today's Date:_____ Name of Organization _____

Day/date/time requested _____

Location Requested _____

Event Title _____

STUDENT REPRESENTATIVE INFORMATION

Name:_____Title_____

PhoneNumber:_____Email_____

Description and purpose of the activity or fundraiser

_____

_____

_____

_____

Expenses – Itemize ALL of your expenses, including printing, postage, food, guest speakers, hotel, etc.

Itemized Cost Breakdown		
Item Description	**Estimated Cost**	**Form of Payment Cash/Check/Credit Card**

Will any other departments be assisting with the cost of this activity? _____

Total Estimated Cost of Event _____ Date Funds are needed _____

Estimated Number of Participants _____ *Maximum Capacity* _____

Will you need to provide transportation for this event? No ___ Yes ___

# of Buses _____ # of Vans _____ Departure Location _____

Time of departure _____ Time of Return _____

Will you need Security present at this event? No ___ Yes ___

# of Male Officers _____ # of Female Officers _____

NOTE: If your event will be advertised to people off-campus, will be held during non-business hours, or will accept payment at the door, security/police personnel may be required. Student Life and Security staff will determine the level of security required.

Advertisements, Invitations and ticket sales

Who will be invited to your event? Will there be an admission fee?

- ○ Monroe students only — Admission fee: _____
- ○ Monroe students, faculty and staff — Admission fee: _____
- ○ Monroe students and their guest — Admission fee: _____
- ○ Monroe students and other college students** — Admission fee: _____
- ○ Monroe students and the general public** — Admission fee: _____

***Requires approval*

How will you advertise your event/invite participants?

_____

_____

Will you sell tickets in advance? No ___ Yes ___ If yes, when? _____

Will you sell tickets at the door? No ___ Yes ___

Outside speakers -Obtain a copy of the speaker's resume, a description of the speech, theme, or presentation. Attach this to the proposal for approval.

Attachments: Please indicate what is attached by checking the appreciate boxes.

- ○ Copies of your letters, flyers, tickets, and draft of your program, All prior to printing
- ○ Information on proposed outside speaker
- ○ List of itemized expenses
- ○ Address and directions if using Monroe buses or vans

Signed:_____ _____

Club Representative Club Advisor

Section for Student Life

- ○ The program is approved.
- ○ The program is not approved for the following reasons:

_____

_____

_____ _____

Approval Signature Date

MONROE COLLEGE

FOOD REQUEST FORM FOR CLUB MEETINGS

This form must be completed prior to placing a food order with our cafeteria or an off-site vendor.

Please return to the Office of Student Life – Bronx or New Rochelle campus.

GENERAL INFORMATION	
Name of Club:	Advisor's Name:
Meeting Time:	E-mail:
	Event Date:
	Pick-up Time:

BUDGET INFORMATION	
Food Approval Amount	Charge to:

SERVICE REQUEST		
Food Vendor:	Food Type & Quantity	Price
	Anticipated Costs:	

Office Use Only	
Advisor Signature:	Date:
Student Life Approval Signature:	Date:

MONROE COLLEGE

End of Semester Club Report

Part I Basic Information/Short Answer

Organization Name: _____Semester: _____

Advisor: _____Will the Advisor return next semester: _____

How many active members were in your group this semester? _____

Names of the Executive Board members for the current semester:

Name	ID #	Phone #	Position

Have new Executive Board members been selected for the coming semester? _____

Briefly describe the goals and objectives you set for your group this semester. How successful do you think your group was in achieving them?

_____

_____

_____

_____

What obstacles confronted your group this year? Did your group overcome them? How?

_____

_____

_____

_____

In what ways did the office of Student Life assist you this year? What suggestions do you have for improvement of services?

_____

_____

_____

_____

MONROE COLLEGE

End of Semester Club Report

Part II Programming Activity

Please list all programs, activities, events, fundraisers and conferences your organization hosted this semester if you need additional space please attach another sheet of paper

Date: _____Title of Event: _____Cost/Income:_____
Number of participants _____
Please provide a brief description or the event/activity and the goals:
_____
_____
_____
_____
How could this event be improved:
_____
_____
_____

Date: _____Title of Event: _____Cost/Income:_____
Number of participants _____
Please provide a brief description of the event/activity and the goals:
_____
_____
_____
_____
How could this event be improved:
_____
_____
_____

Date: _____Title of Event: _____ Cost/Income:_____
Number of participants _____
Please provide a brief description of the event/activity and the goals:
_____
_____
_____
_____
How could this event be improved:
_____
_____
_____

Part III Signatures

Current Advisor _____ Date _____
Group President _____ Date _____
Coordinator of Student Clubs _____ Date _____
Vice President of Student Affairs _____ Date _____

MONROE COLLEGE

Club Event Planning Checklist

Name of Event: _____

Date of Event: _____ Location of Event: _____

Date Contract Received: _____ Committee: _____

Before planning the event, please keep the following general logistics in mind:

- ☐ Check calendar conflicts
- ☐ Reserve venue (location of event)
- ☐ Reserve special equipment (audio-visual, sound, lights, microphones, projectors, etc.)
- ☐ Decide event theme
- ☐ Secure funds from Finance Committee

One Month Prior To Event **Date: _____**

- ☐ Reserve venue (location of event)
- ☐ Review contract note rider expectations (i.e. food, water, etc.)
- ☐ Complete any forms (i.e. stage set-up, campus event request, program planning sheet, etc.)
- ☐ Meet with departments the event may affect (Maintenance, Campus Safety, etc.)
- ☐ Order food
- ☐ Discuss publicity with committee
- ☐ Contact support staff'
- ☐ Fill out PO request form/cash advance form and submit to student life
- ☐ Reserve transportation if needed
- ☐ Delegate duties to committee members
- ☐ Obtain necessary city permits if needed

Two Weeks Prior To Event **Date: _____**

- ☐ Hang publicity
- ☐ Pick up check to buy supplies, decorations, etc
- ☐ Contact media (if applicable)
- ☐ Follow up with committee members to ensure duties are completed or progress is being made
- ☐ Recruit volunteers to assist with the event

Club Event Planning Checklist

One Week Prior To Event **Date: _____**

- ☐ Confirm and send any information to support staff
- ☐ Verify reservations and confirm stage set-up
- ☐ Request help from fellow members
- ☐ Contact performer to give directions, hotel information, find out time of arrival
- ☐ Confirm food order
- ☐ Discuss duties of organizations members at meeting
- ☐ Check to make sure that all rider expectations are available
- ☐ Complete Field trip forms

Just Prior To Event

- ☐ Pick up check for performers
- ☐ Make sure set-up is correct
- ☐ Meet the performers
- ☐ Review specific duties of fellow members and committee members

During The Event

- ☐ Be ready to make adjustments if needed
- ☐ Be professional in working with performers and support staff
- ☐ Let people know here you will be if they need to locate you
- ☐ Have fun

After The Event

- ☐ Make sure everyone is gone and all the area is cleaned up
- ☐ Give check to performer or make sure P.O.s are completed if billed
- ☐ Return all equipment
- ☐ Take down publicity
- ☐ Complete program evaluation form – Discuss event with committee to gather feedback
- ☐ Send thank-you notes to those who helped especially support staff
- ☐ Clip newspaper articles and publicity to include in evaluations and files

NOTES: