

Maritime Student Clubs & Sports Club Manual

Everything you always wanted to know about
starting and maintaining a student club at SUNY
Maritime College!

2023-2024

STUDENT ACTIVITIES COORDINATOR (718) 409-5185
UPDATED 10/23

TABLE OF CONTENTS

• How to begin a new/reactivate a former student club	Page 3
○ <i>Step #1 – Contact the Student Activities Coordinator</i>	
○ <i>Step #2 – Constitution & Revisions</i>	
○ <i>Step # 3 - Submit For Approval Through The Student Activities Coordinator</i>	
• Student club registration checklist	Page 4
• Designation of status	Page 4
○ <i>Active Status</i>	
○ <i>Pending Status</i>	
○ <i>Inactive Status</i>	
○ <i>Frozen Status</i>	
• Funding for Clubs	Page 5
○ <i>Budgeted Club Funds</i>	
○ <i>Student Government Association</i>	
○ <i>Faculty-Student Association</i>	
○ <i>Highlights of the Process: Requesting of Funds from FSA & SGA</i>	
○ <i>Depositing of Funds</i>	
○ <i>Parent’s Association</i>	
• Writing a Bill	Page 7
○ <i>Sample Bill</i>	
○ <i>Additional Bill Information</i>	
• Posting Policy	Page 9
• Club Responsibilities & Conduct of student clubs	Page 9
• Club Privileges & Responsibilities	Page 10
• Resources for Clubs	Page 11
○ <i>Advertising Your Club Events</i>	
○ <i>Student Union</i>	
○ <i>Club Rooms</i>	
○ <i>Vehicle Usage</i>	
• Fundraising Policies	Page 13
• Reserving college facilities and scheduling activities on campus	Page 13
○ <i>Cancellation/Changes</i>	
○ <i>Inclement Weather Cancellation Policy</i>	
○ <i>Room Reservations</i>	
○ <i>Advisors</i>	
○ <i>Federal Laws and University Policies on Public Viewing of Movies</i>	
• Successful Event Planning	Page 14
○ <i>Question To Ask Before You Start</i>	
○ <i>Promoting Your Event</i>	
○ <i>Keep Your Expectations Realistic</i>	
• Student Events	Page 15
• Writing Your Constitution & Guidelines	Page 16
• Sample Constitution	Page 20
• Important “need to know” information	Page 23
○ <i>Equal opportunity and accessibility statement</i>	
• Club Advisor Responsibilities	Page 23
• SUNY Maritime club sports policy and procedure	Page 25
○ <i>Brief role SGA in clubs</i>	
○ <i>Starting a New Club</i>	
○ <i>Maintaining Active status</i>	
○ <i>Equipment</i>	
○ <i>Facilities</i>	
○ <i>Outside Advisors or Coaches</i>	
○ <i>Travel</i>	
○ <i>Safety</i>	
○ <i>Hosting Events</i>	
• Departments & Forms	Page 27

How to Begin a New/Reactivate a Former Student Club

Congratulations! You've decided to begin a new student club or revive an inactive club. SUNY Maritime College encourages this form of student involvement. Students benefit substantially from being involved in campus clubs. Students learn and enhance their leadership skills just by becoming more involved! Student leadership provides a plethora of rewards as well as challenges. During your journey to establish or revive a group, the Student Activities Coordinator will help throughout your new endeavor. The enclosed information and materials will help build better clubs.

STEP # 1 - CONTACT THE STUDENT ACTIVITIES COORDINATOR

If you want to create or reactivate a student club/organization, your first step is to make an appointment with the Student Activities Coordinator. Through consultation, you will be provided with appropriate information regarding your group. The Student Activities Coordinator must approve all new clubs before they are registered on campus and enjoy the same benefits as established clubs.

STEP # 2 - CONSTITUTION

A constitution is a set of principles or established precedents according to which a club is governed. An outline states the purpose, objectives, memberships, leadership roles, etc. All clubs must maintain and submit an updated and accurate copy of their constitution yearly. Constitutions must be reviewed and updated annually. Failure to submit this document will jeopardize the club's status of recognition. (SAMPLE CONSTITUTION CAN BE FOUND AT THE END OF THIS MANUAL)

CONSTITUTION REVISIONS

Occasionally, it is necessary for a club to make changes or amendments to its constitution. If a club constitution requires major changes to its purpose or policies, or if the name is to be changed, the new constitution must be presented to the Student Activities Coordinator for approval.

STEP # 3 - SUBMIT FOR APPROVAL THROUGH THE STUDENT ACTIVITIES COORDINATOR

Clubs must register through the Student Activities Coordinator /SGA and complete the documents for registration. To be approved by the Student Activities Coordinator. Student Clubs applying for recognition must have **at least ten (10) current SUNY Maritime College student members and an advisor who is a current faculty member or staff member at SUNY Maritime College.**

STUDENT CLUB REGISTRATION CHECKLIST

This checklist provides a way to keep track of the steps in the process of being recognized by the College:

- Find and set up a meeting with your perspective Faculty/Staff Advisor.
 - Please review the Advisor Responsibilities prior to this meeting.
- Set up Club Officers and a Club Member Roster.
- Review the Constitution Guidelines and write your club constitution.
- Meet with the Student Activities Coordinator to:
 - Submit the group's constitution to Student Activities Coordinator/SGA club representative along with your roster request to become a club or reactivate an old club.
 - Revisions - If constitution revisions are needed, the proposed organization makes the necessary changes and resubmits the constitution to the Student Activities Coordinator.
 - Complete Club Registration process
 - Complete Club Member Roster, Officers and Advisor list and submit.
 - Discuss funding guidelines and opportunities
- Schedule regular meetings and events for the remainder of the semester.

Designation of Status

There are four statuses of recognition that a club can be categorized as each semester. Below is a list of guidelines, explaining how a club can qualify for a particular status.

Active Status

Active status denotes a club that has followed the appropriate procedures for recognition by each deadline set by the Student Activities Coordinator. Clubs that qualify for active status are allowed to: request facility space for general meetings and programs, host general meetings and programs, request funding from the SGA, promote through Maritime Blast, request the use of Maritime vehicles, and partake in other opportunities offered by the Student Activities Coordinator and the SGA. All SGA clubs are covered under the Student Government Insurance policy.

Pending Status

Pending status denotes a club missing requirements needed for active status. These missing requirements can include but are not limited to updated rosters with less than ten (10) registered members, outdated constitution, or failure to identify a Club Advisor. A club considered pending will be notified and informed about their missing requirement(s) and given a deadline for when the missing information should be submitted. Failure to submit

the missing requirements by the given deadline will result in the club being classified as inactive.

Inactive Status

Inactive status denotes a club that failed to submit the required documents by the deadline. However, a club can be placed on the inactive list for various reasons. Some of these reasons include, but are not limited to, lack of membership, absence of leadership, no Club Advisor, failure to maintain regular meetings/programs throughout a semester or being classified as frozen. Inactive clubs are prohibited from participating in all Club Fairs sponsored by the college. If students are interested in reactivating a club, they must contact the Student Activities Coordinator.

Frozen Status

Frozen status denotes a club that has failed to uphold the policies of SUNY Maritime College as indicated in the Student Code of Conduct, Student Activities, and SGA. Actions that can cause a club to be considered frozen include, but are not limited to, the use of alcohol and/or drugs during club-sponsored events or in rooms requested by the club, inappropriate representation of SUNY Maritime College, or disrespecting a member of SUNY Maritime College. A club that falls under the frozen status is considered inactive pending an investigation. If students are interested in reactivating a frozen club, they must contact the Student Activities Coordinator.

Funding for Student Clubs

At the beginning of each semester, the Student Activities Coordinator will set a deadline for Club Registrations. Only registered and active student clubs are eligible to apply and receive funding.

Budgeted Club Funds

Funding for student clubs will be determined by that year's Faculty Student Association (FSA) and SGA budget availability. All club funds must be used within the academic year. If funds are not spent, the remaining balance will be lost. Please note for clubs that have funds in both the SGA and FSA, the funds deposited in SGA accounts must be used before spending the club budget in FSA (or based upon approval by the Student Activities Coordinator).

Student Government Association

All registered Student Clubs are eligible to receive funding from SGA. The clubs must submit a Bill to SGA for review and approval.

1. Submit a Bill to SGA for approval (*see below and/or SGA for details*).
 - A Bill must include a detailed outline of how funds will be used, including purchase quotes and documentation of all expenditures.
 - Bills must be sponsored by a Senate Member of SGA.
 - Bills must be submitted at least ten (10) working days in advance of the date needed.
 - Bill must be approved by SGA before proceeding with any orders.
2. Complete a Payment Request Form and submit it to the Treasurer of SGA

3. All Check Requests must be accompanied by original documentation; invoices or receipts.
 - Direct payment to vendors is preferred.
 - Reimbursement of expenses should be secondary.

Faculty-Student Association

All registered student clubs are eligible to receive funding from FSA. FSA Funding may be requested through the Student Activities Coordinator only after they have exhausted their SGA funding.

FSA – Funding Request - Procedures

Clubs/Student Groups who seek funding from FSA should consult the “Guidelines for FSA Academic Appropriations” ([FSA guide lines](#)), prior to making a formal request.

Clubs should request funds from FSA after their club allocations are fully expended.

Clubs/Student Groups should seek funding from other sources prior to an FSA request:

1. SGA
2. Alumni Association
3. Parents Association
4. Fund Raising

If Clubs/Student Groups are unsuccessful in obtaining funds from other sources, they should submit a funding request to FSA at least two (2) weeks prior to the next Board meeting.

Funding Request Steps:

1. Funding request form must be completed and sent to FSA’s Secretary at fsa@sunymaritime.edu.
2. Completed form will be sent to the President of FSA for review, who will seek consultation within the College community as deemed appropriate.
3. Once reviewed, the group will be invited to present their reasoning for funding at the FSA Board of Directors meeting.
4. The Board will vote on the proposal.
5. Funding up to \$2,500 per proposal will be considered by the Board.
6. Partial funding may be provided.

Highlights of the Process: Requesting of Funds from FSA & SGA

- Funding requests must be pre-approved.
- A Payment Request Form (SGA or FSA) must be properly filled out. Check Request Forms for clubs are located with SGA or on the Student Activities website page.
- Signatures are needed from the SGA Treasurer, SGA President, and the Dean of Students.
- Original invoices and receipts must be attached to the Payment Request Form
- Original invoices must state the amount and a description of the purchase.
- If requesting reimbursement of expenses, original receipts must be attached. The receipts must be itemized.
- Please note that FSA will **NOT** reimburse clubs for funds spent on food or alcoholic beverages.
- Please allow at least ten (10) days to process a check request.

- Incomplete forms will not be processed.

Please see the links for SGA & FSA payment request forms.

[Payment Request Form](#)

[Faculty Student Association Request Form](#)

Depositing of Funds

- Student club officers should bring all funds needed to be deposited to the Student Activities Coordinator.
 - If funds need to be deposited and the Accounting Office is unavailable, funds may be stored for up to 48 hours in the Student Activities Coordinator safe.
- All funds deposited for club purposes will be deposited in separate accounts, designated as the Club Income account for that club.
- Club officers should count all funds to ensure an accurate amount of funds to be deposited.
- A receipt with the total amount of funds to be deposited will be given to each student club officer. This receipt should be retained for the club's records.

Parent's Association

Student Clubs are eligible to apply for funding through the New York Maritime Parent's Association, which must be signed/approved by the Student Activities Coordinator prior to submitting. [Parent's Association Request Form](#)

Writing A Bill (SGA LOOK OVER)

Who?

Start the bill by introducing who the club is (their name) and briefly explaining their goal, mission, vision, etc.

Ex: Whereas: The _____ Club is composed of students who show a thorough interest in _____. It is the _____ Club's goal to foresee that the interests of its members are met above and beyond their expectations.

What?

Continue by explaining what the bill is about and what is required to achieve the goal. **This should include the costs of each item mentioned in the bill** (Hotel rooms; (how many?), food, gas, tolls, equipment, materials, registration fees, etc.). If students are paying anything out of pocket, please indicate so. Also, if seeking reimbursement, please specify.

Ex: Purpose: The _____ Club would like to host a trip to _____ for _____ days. There will be ## people attending, which will cost \$ per person and \$ per day for food. ## Hotel rooms will be necessary and will cost \$ per night.

Note: The "what" clause is not limited to "trips" per say. Other things that would fall into this section include equipment (for example, Artillery or Rifle Club) or ideas (renovation to a club room), fundraisers, and other club related events (NAME Annual Conference, Tennis Club practices, pizza for club functions) etc.

When?

This part of the bill should be fairly self-explanatory. It brings attention to the dates, times, etc., of an event, fundraiser, and such.

Ex: The ____ Club will be hosting a fundraiser for _____ starting on MM/DD/YYYY, for ## days/weeks/months, on Monday, Wednesday, and Friday) during lunch and dinner hours.

Where?

This section of the bill is geared to explain the fine details of where the above “What” clause is taking place. Whether on campus, off campus, in the club room, out of state, etc., it should include names of any places/events the club may be traveling to or attending.

Note: In certain cases, this may not apply to your proposed bill. In this situation, one would leave this part out. *If you would like, you may include it in the **When** section.*

Ex: The ____ Club’s fundraiser will be in the Student Union.

Why?

Wrap up the bill by explaining why the club feels this is necessary. **This is your chance to convince the senate that your funding request either benefits the club or the student body as a whole.** Some food for thought, you have between 30-45 seconds, maybe one minute, to grab the senates’ attention before they lose interest. To avoid that, do not make your appeal too wordy; keep it *clear, concise, and correct*. Less means more; keep it to a couple of sentences.

Ex: The ____ Club feels this trip is a unique educational and team-building experience where we can apply and broaden our knowledge of... This will help us carry out our mission because/by/exposing...

Finally, ensure you have proofread your bill at least three times. Read it OUT LOUD to yourself and someone else. Have a third party read it. They will let you know if anything in the bill is confusing, hard to follow, unclear, concise, or incorrect.

Sample Bill

Bill #: _____

Title: NYM Technology Club

Date: XX/XX/XXXX

Author: Harrison Harrison

Sponsor: Michael Michael

Whereas: The Technology Club seeks to promote student’s understanding of technology in today’s world beyond the scope of the classroom by feeding students interested to fulfill their thirst for knowledge and to help them establish the connections they need in the business world to land them a job in a technology or process they hold interest in.

While: The Technology Club strives to practice frugality in all pursuits, there is foresight in the midst of early planning that indicates additional funding will be necessary for the more ambitious projects planned for later this year. Aware of this future need, the Technology Club seeks to fundraise to fill this gap.

Considering: The Club aims to hold a raffle for the prize of an Xbox One and a 29”(\$439), LED TV set (\$235), and a one-year subscription to Xbox Live (\$50) to be held in October, pending the release of \$800 (the extra money is for any unforeseen costs). Tickets would be sold at prices of: 2 for \$15 and 1 for \$10, to offset the cost of \$800 requested to pay for the prizes and tickets (***tickets will be bought through private means; refund requested***), with the excess earnings going into the

Technology Club’s account for future club functions. Ticket sales will be Monday, Wednesday, and Friday during lunch and dinner hours.

Therefore, be it resolved that: The Technology Club is requesting \$800 from SGA to pay for the tickets, Xbox One and 29” LED TV set to be used in this raffle, with the understanding that allocated funds excess to the costs of purchasing, shipping and tax will be returned to the SGA.

Passed/Failed on: _____

By a Count of: ___ Y ___ N ___ A

Moved by: _____

Seconded by: _____

Senate Chair _____

Enacted/Vetoed on: _____

Student Body President

Additional Bill Information

Excel Spreadsheet: Breakdown of all items mentioned in the bill. (Item, Quantity, Cost, Link)
Follow the format in the example below:

<u>Item</u>	<u>Quantity</u>	<u>Cost</u>	<u>Link</u>
Hotel	3 Rooms	\$\$\$ /night	
Food	10 people	\$\$\$ /per person	
	<u>Total</u>	\$\$\$.\$\$	

- Any Invoices, websites, YouTube clips, etc, that may help give a better idea of what it is you are trying to do.
- Print copies (10 copies minimum for whoever wishes to read.) of your bill and spreadsheet to be passed out at the meeting for the senate to read and follow along. If you don’t wish to print copies you must be able to connect your laptop to the rooms tv and display it for all to read.
- School Vans are not a part of SGA they must be reserved through athletics. If you plan to use school vans for a trip reserve them well in advance.

Posting Policy

Clubs are allowed to post announcements open to the entire student body. Student Clubs should be familiar with the Social Media Guidance located in the Student Handbook.

Posting Locations: Posting Boards will be located throughout the campus and are the only locations approved for posting.

RESPONSIBILITIES & CONDUCT OF STUDENT CLUBS

Student clubs are expected to comply with the following requirements:

1. Conduct all activities in compliance with college policies and procedures, The Code of Conduct, The Housing Guide, Rules and Regulations set forth by the Regiment of Cadets (**not for civilian Student to follow**), the constitution and laws of the United States, the State of New York and the City of New York. Any policies or laws applying to individuals also apply to recognized student clubs. For further information regarding SUNY Maritime College policies, please refer to the Student Handbook /-Code of Conduct.
2. Must register with the Student Activities Coordinator and abide by the requirements listed earlier.
3. Obtain approval from the appropriate agents for all club-sponsored events and fund-raising activities held on campus.
4. All student clubs must have an advisor who is a full-time or adjunct faculty member or full-time staff member at SUNY Maritime College. Clubs are responsible for the recruitment and selection of their advisor. The advisor's name must be flagged appropriately on their club roster.

If you have any questions about the policies or correct procedures, contact the Student Activities Coordinator. In the event a student club fails to comply with college policies, the incident will be referred to the Student Conduct Officer, which may result in a loss of active status as a registered student club and/or a referral to the Student Conduct Officer.

See the most current Student Handbook /-Code of Conduct for more details

CLUB Privileges & Responsibilities

1. The organization's name will be listed on the official roster of registered clubs and in publications/on the web.-
2. The clubs must participate in all Club Fairs sponsored by the College.
3. The club may be included in the SUNY Maritime College yearbook, Eight Bells.
4. The club may reserve certain campus facilities. Classrooms on campus must be reserved through cjimenez@sunymaritime.edu (with a copy to the Student Activities Coordinator). Any other spaces must be reserved through [Facilities Request Form](#) Or [Student Union Request Form](#).

5. The club may use the College's name in the title of the club.—
 - i.e. "The Swim Club at SUNY Maritime College."
6. The club may use the College's name in the advertising of an event being sponsored by the organization.—
 - i.e. "Coffee Hour sponsored by the (insert club name) at SUNY Maritime College" is acceptable.
7. The club may raise funds on campus by selling merchandise or by admission to events. All fundraising activities must be in accordance with the policies listed in the Club Manual and run by the Student Activities Coordinator via email.
8. The club may request funds from the following outlets to provide non-profit activities that are of interest to and open to all SUNY Maritime College students:
 - Student Government Association
 - Parent's Association
 - Faculty Student Association
9. The club may have access to SGA's/MAP technical equipment based on availability (i.e., sound system.) Arrangements for using such equipment may be made with the Student Activities Coordinator (jcelentani@sunymaritime.edu) and SGA/MAP
10. The club may use college-owned vehicles. A copy of the procedures and guidelines can be found with the Student Activities Coordinator and in the appendices section of this manual.

Resources for Student Clubs

Advertising Your Clubs Events

SUNY Maritime College's student clubs are provided with the ability to host a presence via The Band App.

Student clubs and all members must be registered with Student Activities, have the ability to have online discussions, send e-mails to their distribution list, post news articles, upload documents, and advertise events. Additionally, you can advertise via email through the Student Affairs office.

Student Union

All student clubs who wish to hold meetings, events or tables in the Student Union must request to do so via Formstack ([Student Union Request Form](#)). Unauthorized use of space may result in the loss of club privileges.

- Forms must be submitted ten days in advance, have your advisor's approval, and must be completely filled out.

- The space must be kept clean and neat, failure to do so may result in the loss of club privileges.
 - -You must get a confirmation back from the Student Activities Coordinator to confirm the use of the space before using the space.

CLUB ROOMS

Some student clubs may have access to a club room space on campus. -There is a limited amount of space on campus, and club room requests will be re-evaluated each year. If a student club is interested in obtaining a club room space, they must contact the Student Activities Coordinator to be put on a wait list. When a club space becomes available, clubs that have demonstrated the following will be considered for the space:

- Active recruitment and a steady -increase in membership
- Timely submission of paperwork, rosters, constitutions, etc.
- Philanthropic work or volunteerism throughout the year
- Participation in and recipients of Annual Student Recognition awards

Please note: Club room space is a privilege, not a requirement or right of a student club. A student club can lose this opportunity if they fail to follow Maritime College policies. The [Student Code of Conduct](#) contains more information regarding SUNY Maritime College policies. Club Room spaces are NOT GUARANTEED and are SUBJECT TO CHANGE AT ANY TIME.

The following guidelines pertain to the use of these rooms:

1. All locks must be on the college system. -No padlocks are permitted. -Only one key will be issued to the club president, and no copies are to be made.
2. No door or window may be blocked or made inoperable.
3. No smoking, vaping, or candles are permitted in any club room.
4. No sleeping is permitted in the club room.
5. No storage of personal items is permitted in the club room.
6. No alcohol or drug paraphernalia is permitted in the club room.

If a student club violates any of the above guidelines, it can result in the removal of the club room space for the semester. Violations that go against SUNY Maritime College policies noted in the [Student Code of Conduct](#) can result in the student club losing their active status for the semester. For more information on recognition statuses, please refer to the “[Designation Of Status](#)” section on page 6.

Staff within the Division of Student Affairs reserve the right to enter a club room without notice to inspect the space for health and safety.

*Maritime College and the Student Activities Coordinator reserve the right to revise these guidelines and terminate a club’s access to space on campus at any time.

VEHICLE USAGE

Vehicle usage will only be approved for transporting student groups to conferences and college-sponsored activities. -It is important that no vehicle be used for any purpose which will endanger

anyone, cause unnecessary wear or damage to the vehicle, or will have a negative effect on the individual(s) involved or the university.

Student clubs requesting a vehicle must submit a [Vehicle Request Form](#) -link to The Student Activities Coordinator's Office (10) days in advance. An advisor (or designee) must be present for all SUNY Maritime College club trips. When taking a campus vehicle, all of the following must be followed...

- Upon returning to campus, the vehicle must be refueled fully
- The logbook in the vehicle must be completely and correctly filled out with all required information
- All garbage must be thrown out
- Vehicle keys must be returned to the appropriate location
- Any moving violation tickets are the responsibility of the person operating the vehicle. It is the operator's responsibility to pay any fees associated with the violation
- If an individual receives a ticket while in position on a college van, they are required to inform the Student Activities Coordinator.
- If any of the above bullet points are not followed accurately, the Student Activities Coordinator has the right to suspend the privilege of using the college's vehicle.

Fundraising Policies

Registered clubs wishing to engage in fund-raising projects on campus should first consult the Student Activities Coordinator. In addition, all fundraising at campus events must be approved by the Student Activities Coordinator. Clubs that are not registered or considered active may not engage in fund-raising. Funds raised must go towards or support the overall purpose of the club.

Clubs are encouraged to exercise extreme caution before entering business deals and sponsoring presentations. High-pressure sales agencies, agencies that pressure students to sign orders on the spot, agencies which pressure partial or full payment before delivering items ordered, or agencies that have a reputation of late delivery or not delivering what they have agreed to deliver. Student clubs should proceed cautiously in establishing a relationship/sponsorship with outside groups.

Reserving College Facilities & Scheduling Activities

Campus clubs that wish to reserve a campus facility or sponsor fundraising or co-curricular activities on campus must first contact the Student Activities Coordinator. -Scheduling is done on a first-come, first-served basis. Student clubs must complete and submit a [Facilities Request Form for Student Events](#).

CANCELLATION / CHANGES

Please notify Conference Services/ Student Activities Coordinator of any cancellations as soon as possible.

INCLEMENT WEATHER CANCELLATION POLICY

The Student Activities Coordinator will consider all out-door reservations canceled when the College is closed due to inclement weather unless emailed with different information.

ROOM RESERVATIONS

When reserving space on the SUNY Maritime College campus, Student clubs must fill out a facilities request form or student union request form with all the necessary logistics of your event, such as when it will begin and end, how the room will be used, equipment needed, and how you prefer the room to be set up. See "Club Rights and Privileges" for directions. Here is a link to forms or please see page 31 or check out this link. [Forms You or Your Club May Need.pdf](#)

ADVISORS

The advisor of a student club hosting any fundraising or co-curricular events should be aware of and approve of the event. -Also, the advisor or another full-time or adjunct faculty/staff member at SUNY Maritime College must be present at any *major* event sponsored by the organization (i.e., any large-scale event). A major event is any large campus activity or trip. -The Student Activities Coordinator will have the final determination when an advisor is necessary.

FEDERAL LAWS AND UNIVERSITY POLICIES ON PUBLIC VIEWING OF MOVIES

It is against federal law and College policies for clubs to show any kind of movie or documentary without following proper licensing procedures. Please refer to the appendix of forms for a complete description and explanation of this policy and federal law, along with guidelines for purchasing the license. Remember, any public showing - even DVD's - requires a license.

The motion picture titles shown at SUNY Maritime College are licensed for college use by Swank Motion Pictures, Inc. for public performance exhibition by the College.- This means that SUNY Maritime College has the legal right to show these titles before groups of students and their friends on the campus. The "home use" versions of these same titles, retailers, etc., are not cleared for public performance use by colleges, schools, etc. because proper licensing fees to the copyright owners have not been paid for such use. Swank pays these royalties for you.

Successful Event Planning

QUESTIONS TO ASK BEFORE YOU START

Why are we having this event? Who is intended to benefit? Who is the primary audience?

If you do not have a clear set of goals, you will not know how to plan or evaluate the success of an event.

What will draw the intended audience to the event?

An event may be of interest to people in your field, but if you want attendance by more than just a few people in that field, you must know why others would want to attend your event. -What will compel students to take an interest in your club? You must have clear answers to these kinds of questions in order to plan attendance realistically and promote the event.

How much time do I need to prepare adequately?

Some aspects of planning, such as promotional publications, require advance preparation weeks, sometimes months. If it is clear that you will not have enough time to prepare appropriately it may be best to postpone the event until a later date.

What financial resources will I need?

Some expenses are obvious, such as a speaker's standard fee: some are not so obvious. It's tempting to skimp on the areas that do not seem essential, but they may make or break the event's success. For example, if a speaker, entertainer, or event is rather costly, it is realistic to spend more on successful promotion of the event.

PROMOTING YOUR EVENT

- Planning and producing promotional materials takes time. Remember that effective promotion for major events also costs money.
- Think about your intended audience and be creative in imagining ways to reach them.
- Are there special interests, publications or media that can reach members of your target audience?
- Spread the word to students, staff, faculty, administrators, and other clubs that may be interested in your event.
- Sign out the audio speakers from SGA/MAP, request time on the quad and promote your event during the high foot traffic times on campus. Suggested to do these 2 times prior to your event.
- Flyers are a great way to catch someone's eye!

KEEP YOUR EXPECTATIONS REALISTIC

First, check all the various calendars to ensure your event is not competing with another program. You can also check with the Student Activities Coordinator, SGA, and Conference Services to see if your event date conflicts with any other events. Check the [Master Calendar](#) for a list of all events on a given day. **link.** -

Success is not always measured in large crowds, but it may mean choosing a smaller venue rather than a large one that would remain mostly empty. It means working creatively on promotion. It also emphasizes the importance of choosing events carefully and thoughtfully, considering more specific goals, audiences, and resources.

Student Events

Student clubs are encouraged to host events and participate in activities on and off campus.

On Campus Events

Student clubs are encouraged to register for campus events on the Band app. All events must also be registered with [Conference Services](#).

(link: https://maritimecollege.formstack.com/forms/student_events_facilities_request_form)

Student Activities Coordinator and SGA. This can help track the number of events, the marketing of the event, and communicating with the campus community.

Please be advised that any student or club who wishes to:

Invite off-campus guests to an event or request the President of the College for any reason must notify the Student Activities Coordinator in writing.

Off Campus Events

If a student club desires to have an off-campus event, they are required to assign a Trip Advisor. A Trip Advisor can be the advisor or another employee of SUNY Maritime College. If the off-campus trip does not have a Trip Advisor, the student club cannot request funding from SGA or a college-owned vehicle until they do so.

Writing Your Constitution & Guidelines

The Foundation of Your Organization

A strong foundation gives the proposed organization what it needs to last the test of time. -The constitution is the most important organizational document.—It outlines the group's purpose, direction, and guidance. -The language should be clear and concise, leaving little room for interpretation. -Depending on the complexity of the organization, a constitution can be a simple two-page document, or it can expand to over twenty pages. The goal is not to answer every possible issue, but to provide a framework so that members can address any issue that may arise. Whether an organization is framing or revising a constitution, several issues should be considered by the club members.

Writing a Constitution

All constitutions (or by-laws) must address specific topics. -While they do not have to follow this outline exactly, most clubs use the following format. -However, the required statements under each section must be included:

Recommended Layout for a Constitution

Article I: Name of Organization

Name of club and National Affiliate (if applicable): -If the organization has a national affiliate, copies of their by- laws and constitution must be presented for review and added to your group's folder.

Article II: Purpose

The purpose should state why the organization exists and specifically state the objectives (without listing specific activities) of the club. -The activities of the organization must relate to the purpose.

Article III: Membership

Section 1 General Requirements

Membership must be open to all SUNY Maritime College students.

As the College carries out its mission to provide a learning environment that stimulates intellectual growth, scholarship, and creativity, it is our hope that all student clubs will recognize the valuable learning experience which is offered through club participation. -Suppose this club sponsors a public event in college facilities (e.g., an all-campus dance) or receives funding from the College for an event. In that case, it will permit equal and open access to that event by all SUNY Maritime College community members.

Section 2 Categories of Membership

The membership types (active, inactive, Alumni, honorary, etc.) of the specific club must be listed. Voting membership of recognized clubs shall consist only of matriculated students at SUNY Maritime College.

Non-voting membership, if any, must be comprised of the following categories:

- 1) Inactive members - persons who have been, but no longer are, voting members of the club for the reason as defined by the club`s constitution and/or by-laws.
- 2) Alumni of the club who are no longer enrolled at SUNY Maritime College.

Section 3 Qualification and Privileges

Each membership category's qualifications and privileges (e.g., voting and non-voting) must be included.

Section 4 Removal procedures

The reasons for removal and process must be listed for the membership.

Article IV: Meetings

A statement of the quorum (the minimum number of members who must be present before an official meeting can take place) must be included.

Section 1 The number of meetings (e.g., per month/semester/year) should be listed.

Section 2 The specific guide to parliamentary procedure (e.g., Robert's Rules of Order, Newly Revised) must be listed.

Section 3 Quorum defined - A quorum is the minimum number of members who have to be at a meeting for the group's business to be legally conducted. A quorum is generally either the average attendance at the meetings or the largest number of members who can be depended on to attend ~~to~~ regular meetings.

Section 4 Majority defined - For most clubs, decisions are brought to the membership for a vote. Before a vote can be taken, a quorum must be met. -Once the quorum is met, most groups use a simple majority (50% + 1) to declare a decision valid.

Article V: Officers

Section 1 Officer positions (President, Vice-President, Secretary, Treasurer, etc.) must be listed and their specific duties and responsibilities must be stated.

Section 2 All qualifications for holding an office must be stated, including the statement " full-time students or part-time may serve as officers." Part-time students must be able to dedicate the needed time.

Section 3

Section 4 A specific method of election must be explained. -Include the term/year of election, length of service, and month of officer transition. -Transition is recommended for mid-semester, which allows the new and old officers an opportunity to work together for a brief period of time.

Section 5 A statement explaining the reasons for removal of an officer and the specific procedure must be included.

Article VI: Advisor

Section 1 A statement requiring the designation of a faculty or staff advisor(s) from SUNY Maritime College must be included. Note: The advisor must be a current fulltime or adjunct faculty or staff member at SUNY Maritime College.

Section 2 **The advisor's duties/ responsibilities must be stated/ discussed with your advisor?**

Please see club advisor responsibilities page 27.

****The following statement must be included:**

"The advisor shall work closely with the club in coordinating activities to ensure that they are conducted in compliance with SUNY Maritime College policies and the laws of the United States, the State of New York, and the City of New York."

Section 3 A specific method of election must be explained.

Section 4 A statement explaining the reasons for removal of an advisor and the specific procedure must be explained.

Article VII: Committees (Optional)

Section 1 Executive Committee

Some clubs require meetings of officers, and advisor(s), and certain representatives for executive sessions. -If this is applicable, the membership, a quorum, and specific responsibilities must be listed.

Section 2 Standing Committees

Many clubs establish regular standing committees to handle needs such as membership, publicity, and social events. These committees are led by one Executive Board member and consist of active members. If this section is applicable, each committee should be listed individually. -Items such as the formation procedure and the function of each committee can be addressed in the by-laws or the constitution.

Section 3 Ad Hock Committees

These committees are formed and dissolved as a specific need is addressed. -For example, the group may co-sponsor a community clean-up project with another club on campus. -The Executive Board would ask one Board member and a handful of active members to organize the efforts. -Once the project is complete, the Ad Hock Committee is dissolved.

Article VIII: Responsibilities

****The following statement must be included:**

“The Club will adhere to College policies, the Constitution and laws of the United States of America, the State of New York, and the City of New York.”

Article IX: Amendments

Section 1 A statement listing the specified proposal requirements for amendments must be listed.

Be sure to list the exact steps for amendment presentation and the number of votes needed for a proposal to be considered.

Section 2 The statement must include “The Student Activities Coordinator must approve any revisions to the constitution and/or by-laws.”

Sample Constitution

Constitution of Society of XYZ at SUNY Maritime College

Article I: Name

The name of this club shall be Society of XYZ affiliated with the National Chapter of the Society of XYZ.

Article II: Purpose

The purpose is to prepare members for a better understanding of and appreciation for future business management skills of the college environment.

Article III: Membership

Section 1 General Requirements

Membership is open to all SUNY Maritime College students. Members must belong to both the national and local clubs through the payment of dues.

Section 2 Categories of Membership

Active members of XYZ shall be determined by the chapter activity, payment of dues, and national affiliation. Chapter honorary members may be selected by any chapter in recognition of significance or accomplishment.

Section 3 Qualification and Privileges

Active membership carries voting privileges. Privileges include participation in activities and programs sponsored by the club.

Voting qualifications are as follows:

1. Members must be currently enrolled at SUNY Maritime College
2. Membership must be in good standing as defined by the current Executive Board
3. Members must have paid their dues to the national and local organization

Section 4 Selection

New members can be selected each semester according to the chapter by-laws.

Section 5 Removal

Members of XYZ may be removed from chapter membership only for just cause by a vote of 3/4th of the entire voting membership. The chapter Advisor must approve any such removal.

Article IV: Meetings

Section 1 Meetings will be held twice a month during the academic year and special meetings may be called if necessary.

Section 2 Business will be conducted according to Robert's Rules of Order, Newly Revised. In case of voting tie, the President will cast the deciding vote.

Section 3 A quorum is two-thirds (2/3) of the active members.

Section 4 A simple majority, (50%, plus one) rules.

Article V: Dues

Section 1 Dues shall be a combination of national and local chapter dues to be paid one month before initiation of members. Chapter dues shall be set yearly at the first meeting held in the fall semester of each academic year upon the recommendation of the Advisor. The National Executive Committee sets national dues.

Section 2 Treasurer shall collect Dues within 60 days of the first meeting of the semester. The President and Advisor will review dues collection on a monthly basis.

Section 3 Deposits are sent to the FSA/SGA accountant to be entered in to the clubs account and used to pay dues.

Article VI: Officers

Section 1 The XYZ officers shall be: President, Vice President, Recorder, Treasurer, and Advisor.

Section 2 Qualification for Officers
full-time and part time students may serve as officers.

Section 3 Duties of E-board as follows: Additional duties of E-board are listed in the bylaws.

1. President- Provides leadership and overall direction for the campus chapter. Prepares and maintains a calendar of scheduled chapter events, and oversee the chapter meetings.

2. Vice-President- Assists the President in the management of campus chapter affairs; fills in for the President in their absence; appoints member(s) to serve as coordinator of committee chairs as needed.

3. Recorder- Maintains membership records, conducts correspondence with the members and relevant others, issues announcements at all meetings, prepares and maintains the minutes of all meetings, and maintains historical records of the campus chapter.

4. Treasurer- Receives and disburses funds and manages the financial affairs of the campus chapter, keeps a voucher system to account for all expenses and serves as chairman of the fund raising committee.

Section 4 A majority vote of the active membership will determine the election of officers. Elections will be held mid-Spring semester for the following academic year. Officers will serve a term of one full academic year.

Section 5 Officers can be recommended for removal by the Executive Board for just cause or if they fail to meet membership qualifications, fail to execute the duties of, or fail to satisfactorily attend the general and executive board meetings, unless excused by the President or Advisor(s). Approval by a majority vote of the active membership is necessary.

In case of resignation or dismissal, the outgoing officer must notify the Executive Board, advisor(s) and The Student Activities Coordinator . The unoccupied position will be filled by appointment by the Executive Board unless the unfinished term of vacated position is longer than a month before the annual spring elections, in which case an election will be held to fill the vacancy for the remainder of the term.

Article VII: Advisor(s):

Section 1 A current full time or adjunct faculty or staff member of SUNY Maritime College will be eligible to be the campus chapter advisor.

Section 2 The advisor(s) shall work closely with the club in coordinating activities to insure they are conducted in compliance with SUNY Maritime College policies, and the laws of the United States, the State of New York, and the City of New York.

Section 3 The advisor(s) will be recommended by the Executive Board and elected by a majority vote of the active membership. The advisor(s) aims to help give members guidance in policies and procedures concerning this club.

Section 4 The advisor(s) will be removed for cause at the recommendation of the Executive Board and removed by a majority vote of the active membership.

Article VIII: Committees

Section 1 Executive Committee

On a monthly basis, the Executive Board will meet to discuss issues pertaining to the chapter. All Board members and Committee Chairs are required to attend these meetings.

Section 2 Standing Committees

a. XYZ will have the following Standing Committees: 1. Fundraising Committee; 2. Programs Committee; 3. Promotion Committee; 4. Membership Committee; 5. Publications and Services Committee.

b. Members sign up for committees in which they have an interest. A designated Executive Officer serves as chair for each committee. In a voting tie, the chairperson shall cast the deciding vote.

Section 3 Ad Hock Committees will be set up as needed by the campus chapter. The committee chair will report committee activities at each general meeting as appropriate.

Article IX: Responsibilities

The club will adhere to University policies, the Constitution, and laws of the United States of America, the State of New York, and the City of New York.

Article X: Amendments

Section 1 Proposed amendments to the constitution of the SUNY Maritime College chapter of the Society of XYZ must be brought forth during a regular business meeting. The amendment must then be presented to a quorum of the organization at the next regular business meeting. All active members must be notified in writing of the proposed amendment. A two-thirds vote of the active membership shall be required for adoption.

Section 2 Any revision of the constitution must be reviewed and/or approved by the Student Activities Coordinator.

Important “Need to Know” Information

EQUAL OPPORTUNITY AND ACCESSIBILITY STATEMENTS

It is the policy of SUNY Maritime College to ensure equality without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, age, disability, marital status, national origin or any other characteristic protected by law. It is also the policy of SUNY Maritime College that employees, students and guests respect diversity and react to one another with civility. Announcements of organizational activities are must include the following statement:

Participants with disabilities who need an accommodation for the activities listed in this announcement are encouraged to contact the Student Activities Coordinator.

Club Advisor Responsibilities

What is a club advisor?

The main responsibility of an advisor is to ensure all club activities are held in accordance with the rules and regulations of the college, as well as to provide guidance, advice, and direction to the club as needed. Advisors also should encourage participation, active membership, professional development and be visible and engaged!

Acting as an advisor is a worthwhile experience that helps you connect with students you may not have met. You will certainly see your students grow and develop as leaders outside the classroom. Not only is being an advisor a fun, different way for you to connect with our students, but it helps recruit and retain our students.

Advisors and clubs should work together on the level of involvement needed/wanted. Some clubs will ask for and require a lot of guidance, while others need someone to help organize events or activities. Below are some tasks that can be asked of a typical advisor:

- Meet weekly with the club's president and or executive board
- Attend club meetings and events
- Report on club meetings
- Keep the executive board informed on institutional matters
- Maintain a relationship with institutional accounting (FSA/SGA accountant)
- Audit finances with the treasurer and help make suggestions to improve it if needed
- Actively monitor their club's social media accounts for inappropriate posts or misuse and act if needed. (must have all club social media accountant information)
- Attend trips to conferences, business meetings, etc., and advise delegations during these events
- Provide developmental activities to the executive board to assist in developing group cohesiveness.
- Assist the club with election concerns
- Respect and encourage all club functions
- Hold a goal-setting meeting for the executive board
- Coordinate an executive board retreat
- Assist with risk management decisions
- The advisor must also approve room requests and van requests and attend off-campus events (or send a designee).
- Help the clubs forward think by planning out events for future semesters

BEGIN WITH A DISCUSSION

At the beginning of the year, the advisor should meet with the executive officers. Some discussion points:

- What are the club's mission/goals?
- What is the best way for us to communicate?
- How often should we meet? Who are the players?
- Share contact information with key campus constituents (i.e., Student Activities Coordinator)
- Where do we want to see the club in 6 months? In one year?
- What are the expectations of each other?

SUNY MARITIME CLUB SPORTS

POLICY AND PROCEDURES

Welcome to SUNY Maritime Club Sports!

Club sports enhance the college experience by allowing students to compete in athletic activities. The club sports are student-run and managed and require an advisor and coach. Club Sports are welcoming to all undergraduate students at any skill level.

Brief Role of SGA in Clubs

SGA is the student-run governing body that oversees and funds all clubs, including club sports.

- They are responsible for monitoring all clubs, constitutions, etc.
- Allocating funds to clubs
- Work with clubs to address issues

Starting a New Club Sport

In order to start a new club, you need a minimum of 10 members, including a president, vice president, constitution, and advisor. Once all prerequisites are met, the prospective club will present their new club to SGA and the Student Activities Coordinator and wait for approval. Club Sports must also have a policy and procedure in place that outlines how the club will operate. The club should provide the following: meetings, practice, schools they anticipate playing, leagues or conferences (equipment, clothing, trips, hotels, coaches, conference fees, safety procedures,) and any other needed information.

- Club Sports at SUNY Maritime are not varsity intercollegiate athletic teams, but they do represent the college and are expected to follow proper standards of conduct and uphold SUNY Maritime's code of conduct so that their activities reflect positively on maritime (no



club sports team may use the athletics suspension of the club.

. Failure to do so can result in the

- All club sports are co-ed unless otherwise noted.
- Funding for club sports can come from various sources, including fundraising, SGA, club member support, and alumni support.
- Only SUNY Maritime students may participate in club sports.
- All new club sports must begin as clubs, demonstrating active engagement and member retention. They must show funding, a practice schedule, advisors, coaches, and a plan to join a league or schedule games or scrimmages. Also, they must show how they will pay for coaches, referees, and conference or league fees, if applicable.
- Newly formed club sports must maintain all prior requirements (funding, coaches, referees, league status if applicable, or scrimmages) for one year to become a club sport.
- Club sport status can be revoked.
- Students cannot be coaches.

Maintaining Active Status

To maintain active status, club sports must complete all required club paperwork, actively communicate with advisors and coaches, as well as practice and compete. If a club or future club sport fails to:

- Compete in at least one game or scrimmage for one semester.
- Complete all the required paperwork.
- Maintain an active, regular practice schedule with 2/3 to full attendance.
- Actively fundraise (and not just rely on SGA money).

Clubs must complete at least Two of the bullet points listed above, or they will be considered inactive for the current and following academic year. However, club sports can be reactivated by first becoming a club again and showing 100% completion of all requirements for a full academic year. Once a club sports is reactivated, they will have access to all of their previous funding.

Equipment

The club is responsible for funding player equipment and for storing the equipment. In addition, they must keep a record of all equipment. All gear at the end of the year should be checked and accounted for (whether it's the clubs' or team members'). Any graduating members are encouraged to donate their gear back to the club for the continued existence of the club sport. You must fill out a PRF ([Payment Request Form](#)) when using your club funds to purchase new gear.

Facilities

To use campus facilities, contact the Student Activities Coordinator. The appropriate parties must review all contracts for off-campus facilities.

Outside Advisors or Coaches

The advisor's job is to help the club understand all policies, regulations, and appropriate conduct. The advisor must approve via email or fill out forms for rooms and van requests. The advisor is to act as a consultant available for guidance on club and club sport programs and activities. Minutes from each club meeting are to be sent to the advisor weekly. Adequate time must be given to the advisor for meetings, practices, and games to ensure they can accompany the club. The club and advisor should communicate on mutually convenient dates for meetings, practices, and games. Clubs should choose their advisor for the academic year, and in an emergency, advisors must notify the Student Activities Coordinator. Advisors must be staff or faculty.

Travel

The club's primary means of transportation to practices, games, activities and events are personal vehicles. SUNY Maritime is not responsible for any damages or injuries related to travel. Other means of transportation are SUNY Maritime vans, which are requested through the Form Stack [Student Affairs Van Request Form](#) . In order to operate the vans, you must be licensed and van certified. Advisors or another staff/faculty member must ride in the vans with clubs. Vans are on a first-come, first-served basis and are not guaranteed. All games and competitions must have advisors and coaches present.

Safety

Each club will bring first-aid equipment to practices and games. It is strongly recommended that club leaders hold CPR, AED, or first aid certifications. All home games hosted by clubs on campus must have health services or a volunteer ambulance present.

Hosting Events

Club sports wishing to host a competition must first determine their facility's needs. All facility requests for home game events must be made before scheduling with another team; alternative date suggestions are needed in case of scheduling conflicts.

Departments to Help!

Student Affairs

Baylis Hall, First Fl

left side of main doors when entering Baylis end of the hall.

Student Activities

Student Union, First Fl,

Phone: [\(718\) 409-5185](tel:7184095185)

Email: jcelentani@sunymaritime.edu

Housing

Baylis Hall, First Fl

Phone: [\(718\) 409-7488](tel:7184097488)

Fax: [\(718\) 409-5567](tel:7184095567)

Email: housing@sunymaritime.edu

left side of main doors when entering Baylis.

Conference Services

Mac, First Fl,

Phone: 718-409-4955

Email: conferenceservices@sunymaritime.edu

&

For Classrooms on campus must be reserved through cjimenez@sunymaritime.edu

Forms

Van Request Form:

https://maritimecollege.formstack.com/forms/student_affairs_van_request

Student Union Request Form:

https://maritimecollege.formstack.com/forms/student_union_room_reservation

Facilities Request Form:

https://maritimecollege.formstack.com/forms/student_events_facilities_request_form

SGA Payment Request Form:

[file:///C:/Users/jcelentani/Downloads/Updated%20SGA%20Payment%20Request%20Form%20\(1\).pdf](file:///C:/Users/jcelentani/Downloads/Updated%20SGA%20Payment%20Request%20Form%20(1).pdf)

Parents Association Request Form: : [https://img1.wsimg.com/blobby/go/88fb3652-4c06-4895-8045-](https://img1.wsimg.com/blobby/go/88fb3652-4c06-4895-8045-0ad0eaa1b723/downloads/Club%20fund%20request%20form.docx.pdf?ver=1684420426715)

[0ad0eaa1b723/downloads/Club%20fund%20request%20form.docx.pdf?ver=1684420426715](https://img1.wsimg.com/blobby/go/88fb3652-4c06-4895-8045-0ad0eaa1b723/downloads/Club%20fund%20request%20form.docx.pdf?ver=1684420426715)

Faculty Student Association Request Form:

[file:///C:/Users/jcelentani/Downloads/FSA%20Funding%20Request%20Form%20\(1\).pdf](file:///C:/Users/jcelentani/Downloads/FSA%20Funding%20Request%20Form%20(1).pdf)

FSA guide lines: [file:///C:/Users/jcelentani/Downloads/FSA-Appropriation-Guidelines-One-Page%20\(2\).pdf](file:///C:/Users/jcelentani/Downloads/FSA-Appropriation-Guidelines-One-Page%20(2).pdf)

FSA Request procedures:

[file:///C:/Users/jcelentani/Downloads/FSA%20Funding%20Request%20Procedure%20\(2\).pdf](file:///C:/Users/jcelentani/Downloads/FSA%20Funding%20Request%20Procedure%20(2).pdf)