



CCM STUDENT ORGANIZATION GUIDEBOOK AND POLICY MANUAL

Involvement in the Campus Life Program at **County College of Morris** provides many opportunities for learning. Choosing to be involved offers first-hand experiences in fiscal responsibility, group leadership, planning and implementing programs, college and student committee work, as well as attendance in social, cultural, educational and recreational events.

CCM's Campus Life Program provides the laboratory for real life experiences in activities that regularly occur outside of the college environment. The Campus Life Office is your resource center. If you need a question answered or a problem solved, stop by our office – we may be able to assist you or direct you to someone who can help you.

READ THIS PUBLICATION. Knowing the *Who's*, the *What's* and the *Wherefore's* will make you a valuable resource to your student organization and help you avoid unnecessary headaches and “**red** tape.”

We look forward to assisting you in making your organization a successful one.

THE OFFICE of CAMPUS LIFE

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This guidebook/manual contains the statements of County College of Morris administrative policy and procedure, which apply to student organizations within the jurisdiction of the Campus Life Office. It is compiled and issued by the Campus Life Office with the hope that student organization officers and faculty/staff advisors will find such a compilation an aid in their work.

The present material will be supplemented with other statements of policy and procedure from time to time. As these are issued, they will be distributed to the recipients of this manual who will be expected to keep their copies up to date.

Information contained herein is subject to change and is not to be construed as part of the enrollment contract.

The executive board of every student organization is charged with the responsibility of ensuring that its membership is aware of the contents of this manual and will use it when conducting organizational business.

The contents of this policy manual supersede any other issued to date.

Updated August 2019

SECTION 1 – ON CAMPUS RESOURCES

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ADVERTISING THROUGH CAMPUS MEDIA

There are several methods to advertise for an event, meeting, ticket sales, etc., on campus. The listing on the CCM webpage or social media accounts can be coordinated through the Campus Life Office; Campus Life bulletin boards may be used prior to an activity; the Youngtown Edition (student newspaper) offers advertising space and will print advertising news releases free of charge. Also, there are two newsletters, the *CLU: Campus Life Update* and the *CCMemo*, which will list information about your event.

AUDIO/VISUAL EQUIPMENT

Some A/V equipment is available through the Campus Life Office. This includes DVD player, monitors, camera, microphones, and a sound system. The college's A/V Department has additional equipment, which can be used after requesting it through the Campus Life Office.

BULLETIN BOARDS

Specific bulletin boards in the Student/Community Center, the Health/Physical Education Building and the Academic Science Buildings are available to students for the sale of personal items. The posting of such notices requires a validation stamp from the Campus Life Office. The notices should be on a card no larger than 8 ½" x 11".

For posters announcing student organization sponsored events, the Campus Life Office must validate the posters. To obtain validation, the following regulations must be observed:

1. Maximum poster size 14" x 22".
2. Wording must be directed toward the specific date and meeting concerned.
3. Posters will only be placed on the bulletin boards under Campus Life jurisdiction by the CLO Staff. However, in many instances an Academic Department may relinquish space.
4. Posters should be neat in appearance and in good taste and must carry the name of the sponsoring organization.
5. The posters must be submitted to the Campus Life Office at least seven days before the desired posting date.

* Off-campus groups must follow the above regulations: 10-day limit and same size limit. The only off-campus groups that may advertise on campus are those groups/organizations that are non-profit.

CAMPUS LIFE CALENDAR OF EVENTS

The **Campus Life Office** maintains the calendar listing on the Current Students News & Events link on the college's website. The calendar includes major college events such as concerts, movies, lecture series, plays, club events plus all national holidays. Any student club or organization may publicize on the web calendar by submitting a listing to the Campus Life Office.

The Campus Life Office will notify organizations of major conflicts to prevent attendance disappointments. It should be noted, however, that the events listed on the calendar are not necessarily sanctioned until requests have been processed and approved.

CLUB OFFICES

The suite in the Campus Life Office (SCC 226) area contains two professional staff offices, support area and a work room. This area and equipment are strictly for the use of designated personnel only and any misuse or misrepresentation by any individual or organization is prohibited.

There are several student offices located on the upper level of the Student Community Center. These offices are assigned on a yearly basis at the end of the spring semester. A club may apply by filling out an application with the Campus Life Office.

The Campus Life Club Offices are expressly for the use of sanctioned County College of Morris clubs and organizations and are not to be used as student lounges. The purpose is to provide office space and equipment, a meeting room, and a quiet locale to carry on club business and projects. Offices, desks and equipment are to be used by the assigned organization only. The removal or rearrangement of furniture without consent of the Campus Life Office is prohibited.

Office equipment loaned to various clubs and organizations is to be used with great care. The organization that has been given the use of equipment has the total responsibility for its maintenance and repairs.

Those individuals who abuse this policy may forfeit the privilege of using the area for their club.

FOOD SERVICE

CHARTWELLS is the college's food service vendor. To order food service for an event or meeting, contact the Campus Life Office. The Campus Life staff must sign all student organization requests for food service on campus. Failure to have the form approved in advance will result in individual club members having to pay the bill out of their own pocket.

KEYS

Student leaders who are assigned keys for offices are responsible for them. Failure to turn in the keys when requested (usually at the end of each semester) will result in a replacement fee of \$10 and/or a "Hold" being placed on their official CCM records. Keys are assigned based on the advisor's written recommendation and are signed out through the Campus Life Office.

MAILING PROCEDURES

Any official organization may request envelopes and sheets of letterhead paper for any approved activities through the Campus Life Office. Official letters should be mailed through the Campus Life Office.

NEWS RELEASES

Properly timed, accurate and meaningful publicity regarding an organization can be used as a recruiting tool and for general public advisement. The following guidelines will be helpful:

On Campus – The **Youngtown Edition**, CCM's student newspaper (published alternate Wednesdays) is anxious to print news meaningful to the campus. Since the newspaper reporters cannot be expected to cover every meeting or event, it is advisable for each organization to select a member to be in charge of publicity. Articles must be emailed to the Youngtown Edition, at youngtownedition@gmail.com.

Off Campus – All news releases to off campus media pertaining to student club and organization activities must be cleared through the Campus Life Office. This is done to avoid duplication of efforts and to assure a timely, meaningful stream of activity information to the community. Information will be forwarded to the College Marketing Office after the Campus Life Office reviews it.

PHOTOCOPIES

The photocopier in the Campus Life Office may be used by student organizations for official business only. There is a ten (10) copy limit on such use. If more copies are needed, a printing request form should be completed and the work brought to Printing.

PRINTING

Printing – All materials sent to Printing must be approved by, and have the signature of a Campus Life staff member. Any printing must be requested at least five days prior to the date needed. Be certain to include all details as to size, quantity, and number of pages. There is an overnight and while-you-wait service available on certain items.

Materials must be submitted via email and must be free of errors. Items such as tickets, flyers, pamphlets, booklets, and brochures can also be printed. Allow sufficient time for work to be completed. One week for tickets and brochures are minimal. A variety of colored papers for fliers is available in the Campus Life Office.

RESOURCE INFORMATION MATERIALS

The Campus Life Office has resource material available for the use of all clubs and organizations. It includes information and materials for speakers, bands, concerts, films, as well as plaques and trophies, equipment, clothing and promotional items/novelty catalogs.

TELEPHONES

Clubs and organizations that have not been assigned their own phone may use one of the phones located in the Campus Life Club Office (SCC 125), for official club business only.

* PUBLICITY IDEAS *

Questions to Answer Before Considering Publicity Techniques

- Why are you planning this event?
- Who is responsible for the program, event or series in planning stages?
- Who will be responsible for carrying out the publicity?
- To whom are you directing the program?
- Is your information accurate and complete? Who, what, when, where, etc.

* MORE PUBLICITY *

Logos: Develop a logo for your organization and use it on all publicity. A logo is a trademark or symbol that is constantly associated with a product, event, etc.

Teasers: In the form of ads, posters, buttons, pins, etc. can be used to start a publicity campaign.

Previews: Especially useful in a film series or live performance.

T-Shirts: Buy inexpensive T-shirts and sell or wear them to advertise upcoming programs or your organization.

Bookmarks: Print up colorful bookmarks with advertising about an event or organization information.

Table Tents: Make use of tent cards in the cafeteria, etc.

Balloons: Attach flyer to balloons, filled with helium, to advertise events. (Campus Life has helium for this use.)

Posters: Make your own or have them printed.

Window Painting: Campus Life has paint and brushes. Be sure to design your window ahead of time.

Chalking: Campus Life has colored chalk that can be used on any uncovered walkway.

Everyone has plain, printed signs. The important thing is to be as creative as possible with your advertisement. It is also important to place your advertisement in strategic locations (See the policy regarding Bulletin Boards). Remember to plan your publicity campaign in a timely fashion.

Student organizations are not permitted to send mass emails out to student, faculty or staff. Utilize the Youngtown Edition, Campus Life Update and the CCMemo to reach students electronically.

TRANSPORTATION FOR OFF-CAMPUS ACTIVITIES

The Campus Life Office has three vans (7 passenger, 10 passenger and 15 passenger) that are available for college sponsored trips. These vehicles are to be reserved through the Campus Life Office. This request must be initiated at least 72 hours prior to the date needed. The Director of Campus Life must approve vehicle requests. Please refer to the "Van Utilization Procedures" section for additional information. It is required that a college employee have on file with CCM Business Services a Supplemental Driving Information Form and be approved by that office to be a driver of a CCM vehicle, possesses a defensive driving certificate and that he/she must be the driver of the van. All passengers on the van, including the driver, must complete a Hold Harmless form before departing from the campus.

VAN RESERVATION PROCEDURE AND GUIDELINES

THE COLLEGE EMPLOYEE MUST BE THE DRIVER OF THE VAN AT ALL TIMES AND MUST HAVE ON FILE WITH BUSINESS SERVICES A SUPPLEMENTAL DRIVING INFORMATION FORM AND BE APPROVED BY THAT OFFICE TO BE A DRIVER OF A CCM VEHICLE, POSSESS A "DEFENSIVE DRIVING" CERTIFICATE. THE COLLEGE EMPLOYEE/DRIVER MUST BE THE ONE TO SIGN OUT KEYS AND GAS CREDIT CARD.

- A *Van Request Form* must be filled out by a designated representative of the organization and signed by the CCM Faculty/staff advisor. It should be submitted at least three weeks prior to the scheduled event.
- A confirmation or denial will be sent to the originator.
- All passengers on the van, including the driver, must complete a Hold Harmless form before departing from the campus.
- During the hours of 8:30 a.m. - 10 a.m. and 2 p.m. – 4 p.m. daily, except weekends, gasoline should be obtained at the college pumps located at the Maintenance Building. A Campus Life *Gas Authorization Slip* must be used. ALL other times use the CCM credit card.
- The van should be kept clean and free of all refuse. Beverages or food are NOT to be consumed in the van. Smoking is not allowed in college vehicles. Those users NOT returning the van in a neat and clean condition will forfeit their privilege to use the van in the future.

- The *Vehicle Trip Report* MUST BE COMPLETED immediately upon return of any trip. Make sure any damage to the van and/or mechanical problems are recorded in this report.
- An emergency procedure and phone list is located on the van key holder in case of a breakdown or major problem.
- Registration and insurance cards are located in the glove compartment.

SECTION II – ORGANIZATIONAL GUIDELINES

CRITERIA FOR MEMBERSHIP AND LEADERSHIP

BENEFITS DERIVED BY CCM STUDENT ORGANIZATION

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STUDENT ORGANIZATION LEADERSHIP ROSTER

PROCEDURE TO CHARTER A NEW CCM CLUB/ORGANIZATION

TEMPORARY PERMISSION TO OPERATE FORM

CRITERIA FOR MEMBERSHIP & LEADERSHIP

The Administration and Faculty of County College of Morris delegate responsibility for student activities and student organizations to appropriate divisions of the College: i.e.; academic, athletic and co-curricular. Every student organization must be authorized and its activities approved by one of these areas of jurisdiction.

Students direct the organization and its activities and full responsibility for the management of the group and its operations rests with the students, in consultation with the officially approved advisor.

- The student senate has approved the nature and purpose of the organization, as defined in its constitution.
- **ALL AFFILIATIONS** with off-campus organizations must be disclosed.
- Membership in the organization is open to any bona fide County College of Morris student; however, some organizations may have membership requirement provisions outlined within their constitutions (e.g. minimum GPA requirement).
- There are certain activities that the County College of Morris will not sponsor because of the physical risks involved and the inability to provide the students' safety. Such activities include, but are not limited to rugby, bungee jumping, water-skiing, and deep-sea diving. Any involvement on the part of CCM faculty or staff members in these activities is personal and not part of the staff member's responsibilities to the institution.
- Student may serve in any given leadership position for a maximum of three semesters.
- Student may not hold more than two elected office at one time.
- Alumni (CCM graduates) may be granted honorary members status in an organization if the majority of the membership desires, but will not be given voting privileges and/or hold a leadership role except when matriculated as a full-time/part-time student pursuing a second degree.
- Part-time students must be matriculated in order to pursue and hold a leadership position in an organization.
- A student may hold an "acting" position in an organization while the necessary paperwork is being processed to permanently appoint him/her to that position. The person holding the "acting" position should meet all of the qualifications for the position.

- The organization must have an advisor who is a current full-time faculty member, administrative officer or employee of County College of Morris and who is approved by the Director of Campus Life and has received a written permission of his/her department head if required.
 - A student on probation (academic or social) may not hold student office or be a public representative of the college.
 - **Groups that demean and threaten the education & social opportunities of other students cannot be considered for recognition as a bona fide CCM student organization.**
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BENEFITS DERIVED BY CCM STUDENT ORGANIZATIONS

- Use of the name of CCM in conjunctions with that of the organization.
 - Use of college facilities and equipment.
 - Receive professional advising and services of the Campus Life Office.
 - Listed in college and student publications.
 - Eligible to distribute literature and organizational material according to established policies and procedures.
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CRITERIA FOR A NEW ORGANIZATION

Once you have considered the formation of a new organization on campus, certain questions should be answered regarding the objectives of the organization.

- Is there a real need for the organization you are thinking of forming? Are there any other clubs or organizations on campus which would serve the same purpose and objectives? If the group you are considering would only function for a short period of time, perhaps it would be better to channel the objectives in a direction that would assure continued student interest.
- Is the nature of the proposed organization such that it would not meet the established "risk standards" criteria (p. 12)? CCM will not sponsor certain activities if it is determined that there are physical risks involved and if CCM feels that it is unable to adequately provide for the students' safety.

- Would the organization result in constructive development (character development) of its members?
- Are enough students interested, available, and willing to devote time to difficult problems usually encountered in starting a new organization? To help you find other students interested in the same type of organization, activities interest lists are available in the Campus Life Office.
- Are facilities adequate to fulfill the basic needs and goals of the organization?

After careful consideration of these questions, a conference should be scheduled with the Associate Director of Campus Life. The spokesperson or "Acting" President would bring to this conference a list of prospective members and possible advisor(s) and answers to the above questions. When the approval of the Campus Life Office has been granted, the proposed organization may begin the steps necessary to receive a charter from the Student Senate.

PROCEDURE FOR RECOGNITION AS AN OFFICIAL STUDENT ORGANIZATION

Existing Organizations

- Student Organization Membership & Leadership Rosters (updated each semester).
- Full-time CCM employee as approved advisor

For new organizations, the following steps should be taken within a period of four meetings, or one month after receiving *Temporary Permission to Operate* from the Campus Life Office.

New Organizations

- Determine and complete a list of officers. Officers must be bona fide matriculated students at County College of Morris and they must not be on probation.
- Selection of an advisor(s).

Every official student club or organization, privileged to use the College name, must have an advisor who will act as the representative of the College. An advisor is a full-time faculty member, administrative officer or other employee of the College. The advisor is chosen, usually by the student organization with and approval by the Director of Campus Life in order to avoid duplication of invitation, overloading of an individuals' schedule, and to avoid requests to unqualified individuals.

- Establish a regular time and place for meetings.
- Construct and submit a Budget Request.

It will be necessary for all new official student organizations to formulate a budget applicable until the end of the academic semester at the time of initial approval. Thereafter, the treasurer of the organization shall prepare a budget and submit it to the Campus Life Office no later than the specified date.

Proper management of funds requires that the Treasurer know in advance the income and expenses of the organization. Two important reasons for budgeting are to keep expenses within the group's income, and to allocate the funds fairly among the various committees and activities of the organization.

** If your organization desires an allocation, see the *Funding Guidelines for Student Clubs and Organizations*.

- To be granted approval to operate, all student organizations must have a constitution. Formulate a constitution compatible with the philosophy of the College and with local, state, federal laws. For your convenience, a sample constitution is included at the end of this section, and we will be happy to assist you in the construction of you constitution.

Please note that all constitutions must contain the following section within the article on membership ***"Membership is open to all County College of Morris students without regard to race, color, creed, sex, sexual orientation, national origin, age, religion, veteran or marital status or disability."*** In addition, each student group is required to clearly state the name of the organization, all affiliations the organization has, and the purpose for which it is being formed. If affiliations exist, the student organizations are required to use the affiliated names to acknowledge these affiliations.

In order for all organizations to comply, recognition will not be granted and funds will not be allocated to any organization that is not in compliance with this policy.

POLICY ON RECRUITMENT OF NEW MEMBERS BY STUDENT ORGANIZATIONS

Student organizations are **not** permitted to:

- Use behavior-modification techniques, mind-control techniques, and similar forms of coercive persuasion to recruit or retain members.
- Use any form of deception. All recruiting material must contain the name of the organization and its actual affiliation and associations with extramural

organizations. Members or organizations soliciting new members must identify themselves, their organization, and its affiliation with other organizations.

- Use excessive pressure, harassment, threats, or any form of coercive tactics to convert, retain, or recruit students.

GUIDELINES FOR CLUB ADVISORS

In the beginning stages of an organization, the advisor's role is one of leadership, guiding the group with strong interest and experience toward a meaningful program. As the group becomes self-sufficient, the advisor's role should gradually become that of consultant, recommending, acknowledging and approving programs when applicable as the situation so determines.

The following outline consists of the policies and guidelines for activity advisors at County College of Morris. Interpretation of the following points may be necessary in certain situations; therefore the Campus Life Office encourages consultation when questions arise.

- **All** clubs must have an advisor, either a faculty member, administrative officer or other full-time employee. An organization which attempts to operate without an advisor is subject to suspension.
- Clubs usually require only one advisor, but may have more than one if the club is unusually large or of such a diversified nature that would warrant the time and talents of two or more advisors.
- The advisor is not the leader, but may give advice, ideas or any information applicable to the club's interests. The members should make decisions themselves, in consultation with the advisor. Therefore, in reality the advisor's role is that of a consultant.
- Advisors should attend meetings as often as possible. This required that club officers keep the advisor informed of the time, place, and date of all meetings and date of all meetings and also of any cancellations.
- The organization's officers should keep the advisor fully informed of the program and events of the club and forward, as soon as possible, to the advisor the minutes of the meeting. The members should be able to speak with the advisor as often as necessary to discuss problems, complaints, programs, etc.
- Since the advisor is the official liaison between the organization and the Campus Life Office, periodical communication between the advisor and the Campus Life professional staff is necessary to properly coordinate organizational activities.

- The advisor may participate in all the club's activities and social events, but should not be considered a permanent chaperone.
 - The advisors should accompany all club/organization members on any off-campus conferences and/or workshops. In cases where the advisor is unavailable he/she should work with the club members to find a full-time CCM employee to substitute, if deemed necessary by the Campus Life staff.
 - The advisor is chosen for the academic year. Selection of the advisor is made after consultation with the Director of Campus Life, who gives formal approval of the advisor. Advisors should be informed, prior to appointment, of the organization's general philosophy, beliefs and ideals and should be in general agreement with their overall program and objectives.
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THE ART OF COMMITTEE ORGANIZATION

Being a chairperson of a committee made up of volunteers can be the most rewarding and/or frustrating experience that you will face during your college career. As the chairperson, you are being asked to bring together a group of students that you will then develop into a cohesive, dynamic committee whose main purpose is to develop programs for their fellow students. This information is designed to assist you in creating a committee and then to develop that committee to meet the goals that have been established by you and the Campus Life Office.

CREATING COMMITTEES

There are generally two committee systems. Either a series of ad-hoc committees created for a specific short-range purpose or a committee formed for a continuous purpose (e.g. concerts, lectures, and major social events). It is our belief that only through an on-going committee system can the chairperson develop their leadership potential. The programs should grow and improve as veteran and new members continue to develop the program from year to year.

The size of the committee should be determined by the number of members that the chairperson could realistically keep busy and active through assigned or delegated responsibility. If the group becomes too large, then you no longer have a committee but rather a crowd making decisions.

The following is a list of ways you may take to find members for your committee:

- Talk to your friends or people you believe are interested in your committee area. You must be careful, though, not to have a committee made up solely of people who think exactly like you.
- Reach out on social media, send out general notices, brochures, and newspaper ads requesting that students sign up for the committee. Keep the message short and make them appealing.
- Make each present committee member responsible for bringing on new members to the next meeting.
- If you need students with special talents (i.e. artists, music majors) contact the faculty in that department and ask for their advice on potential student members.
- Ask students who attend your events and seem interested in what's going on to join the committee.
- Provide the committee members with current literature that is relevant to their area. It is common knowledge that if a person is to understand and grow in his/her knowledge of a certain area, he/she must read and analyze what other people have learned about the area.
- Have your committee members come to the Campus Life Office to do some of their work. This will help the individual members feel more secure about his/her role on the committee and it may also help him/her develop allegiance to the entire program.

UNIFICATION OF COMMITTEE MEMBERS

The importance of unifying your committee members cannot be overstated. In order to succeed in having a group of volunteers work on various programs they must first enjoy working with each other and believe in the function of the committee. As the chairperson of the committee, you must take the steps necessary to assure that the members enjoy working together and with your direction, have greater productivity.

- Have the members create a name for the committee. This will help them identify with the name they have created and take pride in their committee.
- During the meeting, have the committee divide into smaller groups to discuss ideas and problems. This will give various members more of an opportunity to interact.
- Let different members run various aspects of the meeting.

- Try to do things together socially. Attend a film, concert, or other social event, and then go out together after the event or meeting.
- Celebrate a successful event with a dinner meeting or a party.
- Develop good personal committee minutes that the members will look forward to receiving and reading. Include in the minutes positive comments made at the meeting.
- Make the members responsible for various elements of a program. Assign members to report their individual progress at the next meeting. In this way, individual members feel responsibility to the entire committee.
- Be willing to get your hands dirty – work along side your committee members. Don't get in the habit of delegating responsibility without assuming any yourself.

DEVELOPING THE INDIVIDUAL COMMITTEE MEMBER

Many committee chairpersons become so concerned with accomplishing the necessary elements needed for a successful program that they lose sight of the importance of how the program should be created and implemented. The "how" meaning the utilization of committee members in reaching the program goals. It is of vital importance that you, as a committee chairperson, utilize your members in an effective, meaningful manner. Through your committee chairpersonship position you are given the opportunity to develop you motivational and leadership skills. If you attempt to run a one-person show, you may provide the campus with excellent programs but you will lose the greater goal of development as a person.

- The most important rule in developing your committee is to have the members assist in the decision making process. You will find that students tend to support what they have had a hand in creating. This does not mean that they will automatically support what they are assigned to work on but that they will support that which they have made decisions regarding.
- In your attempt to develop responsible committee members, you must remember that students won't feel responsible until they've been given some responsibility. It is through shared or delegated responsibility that members grow in their knowledge of the committee's affairs and develop pride in their accomplishment.
- Remember, as a chairperson, you must be willing to delegate existing responsibility before you can hope to assume higher level responsibility.
- If a member does not follow through on his/her assigned responsibility, do not relieve him/her of it by taking it yourself. Rather find alternative ways of getting

him/her to accomplish whatever he/she was assigned to do. Set a specific time and work with him/her, or have other members help him/her. Then there is a good chance he/she will continue to act in a similar manner when given other responsibilities.

- As chairperson, it is very important to make a sincere effort to get to know your committee members individually. Show each member that you care about him/her as a person.
- *"Pat on the back – Kick in the butt"*. There are 12 inches between them but they are equally important. Know when to use them, who you can use them effectively on, and be sure to use them equally as often.

GENERAL GUIDE FOR MEETINGS

I. Planning the Meeting

A. Reason for calling.

B. Notify member of subject(s) for discussion.

1. Send out notices 10-14 days in advance.
2. Lead-time important – too long, will forget; too short, can't schedule.

C. If first time group is called, poll members for best time. (Mark sheet to show when available for meeting)

1. Pick time most can meet.

a. If possible, avoid Monday a.m. and Friday p.m.

b. Invite more than will attend – invite 20, expect 15

II. The Meeting Place

A. Try to schedule same room for all meetings.

B. Pick a room with tables.

1. Allow room to spread out papers, if necessary.
2. Tables for writing.

C. Light and ventilation must be adequate.

1. If possible, have majority of members facing away from windows.

D. Avoid external noises.

1. Get a room out of mainstream traffic.
2. Keep doors closed.

E. Keep members close together.

1. If there are more seats in the room than needed move extras out of way.
2. Important that groups face each other.

F. Discussion voice levels:

1. Ordinary conversation levels best.
2. Everyone should be able to hear everyone else.

III. Assembly of Members for the Meeting.

A. Chairperson (Chair) should arrive early.

1. Have adequate supply of necessary materials – agenda, written handouts, paper, and pencils.

B. Hand out all items as members arrive.

1. Materials can be scanned while waiting for group to assemble.

C. Chair introduces each member to group (state why they are here).

IV. The Meeting

A. Agenda – put the major issue on the end of the minutes – ask them to contact you if they have something to add to agenda.

1. Should list items in priority order.
 - a. Most important down to least important.

2. Chair should hold to agenda.

b. If items come up that Chair is not prepared to discuss, hold for future meetings.

c. No need to get to every agenda item.

3. Move meeting along.

a. Prevent petty arguments, dwelling on trivia, irrelevant discussion – keep it under control.

b. Keep discussion under control.

1. Don't allow 2 or 3 separate discussions at same time – exert your influence – if you don't, meetings will come unglued.

2. Don't wait for complete exhaustion of any topic gets the pertinent points out.

B. (If meeting is not first meeting – follow this simple plan).

1. Call to Order.

2. Secretary's Report – minutes from the last meeting; corrections if any.

3. Treasurer's Report (if appropriate).

4. Committee Reports – reports given are about what they've done.

5. New Business.

6. Site and time of next meeting.

7. Adjourn! Chair should be sensitive to end of meeting – adjourn when the issues are covered.

C. Chair should summarize main points of discussion as meeting ends.

D. Set pace and time for next meeting.

V. Follow-up Meeting

A. Study minutes or notes.

1. Edit for publishing and distribution

B. Send minutes to all members of group.

1. Those who missed meeting should also receive agenda of meeting as well as minutes.

C. Notify members 10 – 14 days (if time allows) before next meeting.

ORGANIZING THE MEETING

The Agenda

The agenda is an outline of topics or items of business to be introduced, discussed and acted upon at the next meeting. An agenda essentially flow-charts the activities of the meeting. Preparation of the agenda for regularly scheduled meeting begins almost immediately after the last meeting. Agenda items are made up from materials accumulated since the last meeting.

Correspondence, reports, documents, and other information are attached to the agenda as background and support materials for the topics or items covered by the agenda. The meeting's chairperson and other meeting body officers should be consulted when preparing the agenda for topics or items of business they want to include.

Call to order is usually the first item on the agenda. At that time, the meeting has officially started. The time should be noted. Attendance should be taken, and any new members or guest should be introduced to the group. Both the minutes from the previous meeting, and the agenda for the current meeting should be approved, or corrected then approved, by the group. If copies of the minutes from the previous meeting are not available for everyone, the Secretary should stand and read them. The chair usually asks if there are any corrections to the minutes. If there are none, he/she states that they are "approved as presented". If changes are made, then he/she states, "approved as amended".

This is a sample of a good, basic format for a club meeting agenda:

Meeting Body Name
Day, Date, Time
Place
AGENDA

1. Call to Order
2. Attendance
3. Introduction of Guests
4. Approval of Minutes
5. Approval of Agenda
6. Treasurer's report

7. President's Report
8. Committee Reports
9. Old Business
10. New Business
11. Announcements
12. Adjourn

Meeting Preparation

If a leader or a meeting is unorganized, members may feel that their time is being wasted. Always be prepared for meetings. If you need background information, such as knowing how much money you have to spend before planning a program, be sure that either the leader or a member has that information before calling the meeting. You, as a leader, are a type of "role model". If you come to your meetings prepared and enthusiastic, it will reflect to your members that the committee is worth caring about.

A checklist for meeting management has been included to help you plan the type of meeting you are planning. It would be a good idea to use it as a guideline for planning your next meeting.

Checklist for Meeting Management

Planning the Meeting

- ___ 1. Is this meeting needed?
- ___ 2. Decide what kind of meeting
 - ___ a. information giving
 - ___ b. information and opinion collecting
 - ___ c. decision making
 - ___ d. problem solving
 - ___ e. task accomplishment
- ___ 3. Let people know what will be discussed
 - ___ a. allow for members to contribute items
 - ___ b. post, mail, text or phone the "agenda"
- ___ 4. Carefully select location

- _____ a. consistent location, unless there are special needs for a particular meeting
 - _____ b. encourage members to check in, read agenda, and plan in advance
- _____ 5. Advise members of meeting time, date and location in advance (48 hours minimally)

A. Taking Minutes

Minutes of a meeting are a written account of what took place at the meeting. The secretary of the group usually takes the minutes. Not only should they include the names of the people making and seconding motions, and the motions, but also a summary of the discussion surrounding such action.

Minutes that briefly summarize the content of discussions can protect the members of the group. If you have to explain an action at a later time, you can rely on the minutes to refresh your memory. If someone questions you about a group matter, or if you need to remind someone about a group decision, you can use the minutes as evidence of not only the final action, but also the extent of the debate surrounding it. Since clubs usually have a high turnover rate, minutes containing some of the conversation around an issue can be a tremendous asset to new members as they learn about the club.

There are a few guidelines for keeping minutes. The decision as to the type of minutes to keep is up to the individual club. The following recommended guidelines for keeping minutes are brief steps to follow:

- Indicate whether the meeting is a regular meeting, or a specially called meeting. If it is a specially called meeting, state the reason for the meeting.
- Give the name of the organization or club, and the time, date, and place of the meeting.
- State the name and position of the person presiding over the meeting, and the time the meeting was called to order.
- Note the status of the minutes of the last meeting (read and accepted, read and corrected, etc.)
- Attendance can either be listed by who is absent, or who is present.
- Give the names and affiliation of guests.
- Record the Treasurer's report.
- Follow each report summarizing discussion.

- State all main motions, indicating whether they were adopted or rejected. Also record suggestions that do not become main motions. A withdrawn motion does not need to be recorded, but the discussion surrounding it may be important.
- Give the names of people making motions or suggestions. The names of the person who seconds a motion should be recorded to indicate participation.
- Summarize discussion around a motion, both pro and con.
- State the vote by which the motion was passed or defeated and note abstentions (people who did not vote).
- Indicate points of order and appeals to the chair and if these actions are upheld or lost. See Parliamentary Procedure.
- State any announcements made.
- Record any action that might follow the business of the meeting.
- Indicate time of adjournment.
- The person taking the minutes signs them.

Members of the group can help the person taking the minutes by:

- Speaking slowly and loudly.
- Give their names and title before speaking.
- Presenting motions to the secretary in writing.
- Raising hands high during vote counting.
- Summarizing discussion.
- Present tactful reminders of follow-up actions.
- Introducing guests and giving their names and affiliations.

B. The Treasurer's Report is a statement of financial position and usually requires no action. However, there can be a motion to accept the report as presented.

C. The President's Report is usually for information only. Items for discussion or vote should be listed under New or Old Business.

D. Committee Reports are called for in the order that the committees were established provided they have a report to give. Reports can be distributed and/or read. A copy should be submitted to the secretary so that it can be included in the minutes.

The minutes of the previous meeting frequently contain agenda items of unfinished business, which were carried over, tabled, or not covered. Unless these items of business were postponed to a definite future meeting date, they are placed on the agenda under the caption Old Business. The chair does not ask if there is any old business, it is always included, and itemized.

New Business is ordinarily not itemized (although it can be). These items can be brought up for discussion by the chair or any member of the group, or by a guest. Announcements, such as upcoming activities can also be listed on the agenda for informational purposes.

When the meeting is adjourned the time should be noted. At the time of adjournment, the day, time, and place of the next meeting should be announced.

If possible, the agenda and its attachments should be distributed to members before the meeting, with enough time to review the topics or items of business to be brought up at the meeting.

PARLIAMENTARY PROCEDURE

The following information is a very brief condensation of Robert's Rules of Order. It is intended to provide a basic background in Parliamentary Procedure in order to conduct business in as efficient and orderly a manner as possible. It should be kept in mind that this is in no way intended to be a comprehensive study of Parliamentary Procedure and if a more detailed explanation is desired, Robert's Rules of Order Newly Revised should be consulted.

Addressing the Chair

All meetings should be conducted from the Chair (usually the President or the chief executive officer).

Obtaining the Floor

Before a member can make a motion or speak in a debate, he/she must obtain the Floor. To claim the floor a member raises his/her hand when no one else has the floor and waits to be recognized by the chair. The chair will recognize the member by announcing his/her name or title. This member then has the floor and can stand and speak until he/she yields the floor by resuming his/her seat. While a motion is open to debate, there are three important cases where the floor should be assigned to a person who may not have been the first to rise and address the chair. These cases are:

- If the member who made the motion claims the floor and has not already spoken on the question, he/she is entitled to be recognized in preference to other members.
- No one is entitled to the floor a second time as long as any other member who has not yet spoken to the pending motion requests the floor.
- The chair should attempt to alternate opposite opinions on a question if he/she is aware of members requesting the floor, which have opposing views.

Making a Motion

First a member makes a motion. Though he/she makes a motion, he/she uses the word move to make the motion. ("I move to allocate...").

Another member seconds the motion by saying, "I second it" or simply "Second). It should be noted that a second by a member merely implies that the motion should come before the group and not that he/she necessarily favors the motion. A member may second a motion because he/she would like to see the assembly go on record as rejecting the proposal, if he/she believes a vote on the motion would have such a result.

The chair then states the question on the motion. Neither the making nor the seconding of motion places it before the group, only the chair can do this. When the chair has stated the question, the motion is pending and is then open to debate (providing it is a debatable motion). If the group decides to do what a motion proposes it adopts a motion, or it is carried. If it decides against the motion, it is rejected or lost.

Amending a Motion

The motion can be made to amend a motion (that is, to modify the wording – within certain limits – of a pending motion before it is itself acted upon). An amendment must be germane; that is, it must be closely related to or have some bearing on the subject of the motion to be amended.

A motion to amend is handled the same way as a main motion and requires a second to be considered. An amendment is adopted by a majority vote even in the cases where the motion is amended requires a 2/3 vote for adoption.

Adjourn

To adjourn means to close the meeting. The motion to adjourn is a motion to close the meeting immediately. It is made under conditions where some other provision for another meeting exists, and where no time for adjourning the present meeting has already been set.

- The motion to adjourn is not applied to any motion, and no motion can be applied to it.
- It is out of order when another has the floor.

OFFICE OF CAMPUS LIFE
STUDENT CLUBS & ORGANIZATIONS
LEADERSHIP ROSTER

Instructions: This roster must be filed in the Office of Campus Life no later than the end of the fourth (4th) week of classes, each semester, or whenever information changes, by all recognized student organizations. Please print or type.

Date _____

1. Organization Name _____

2. List all organizations (national, regional, state, etc.) with which your organization is now or will be affiliated.

3. Officers: To serve until _____, _____.
(Month) (Year)

PRESIDENT: _____

CCM Email Address _____

Phone _____

VICE PRESIDENT _____

CCM Email Address _____

Phone _____

FINANCIAL OFFICER: _____

CCM Email Address _____

Phone _____

OTHER OFFICERS: _____

CCM Email Address _____

Phone _____

4. **FACULTY/STAFF ADVISOR:** _____ Phone _____

Signature _____

OFFICE OF CAMPUS LIFE

Procedure to Charter a New CCM Student Club or Organization

The following procedure is to be followed for those groups that wish to be an officially recognized County College of Morris student organization:

1. Groups must submit requests to charter a new club or organization with the Office of Campus Life. Group representatives must meet with the Associate Director of Campus Life. At this meeting it shall be determined if the proposed organization meets the criteria for chartering as a CCM student organization. If it is deemed that the group does indeed meet all of the criteria, a "Temporary Permission to Operate" form may be completed. During the ensuing four-week organizational period the group must submit the following data to the Office of Campus Life:
 - a. A copy of the organization's proposed charter (constitution).
 - b. A letter from a member of the full-time faculty or professional staff who agrees to act as the group's official advisor. The Office of Campus Life will then contact this person in order to arrange a meeting to discuss the responsibilities of an advisor and to determine if the individual would be a suitable advisor for the group.
 - c. A "Student Organization Membership Roster" (A minimum of 10 CCM students must sign the roster).
 - d. A "Student Organization Leadership Roster"
- The Associate Director will review the group's charter application and then forward it to the Director of Campus Life and the Vice President for Student Development and Enrollment Mgt. for further review. If deemed necessary, a representative may also forward the application to the college's business office for review from Morris County's Risk Management Office. If everything is correctly completed and in order, the Associate Director will refer the application materials to the Student Government Association's Inter-Club Council Chairperson.
- The Inter-Club Council Chairperson shall be responsible for forwarding the group's charter application data to the members of the Student Government Association Executive Board and Senate.
- The members of the SGA Senate shall be responsible for reviewing all data and shall take appropriate action.

Sample Student Organization Constitution

Article I - NAME AND PURPOSE OF THE ORGANIZATION

Section 1: **State all affiliations and associations (both college and non-college)**

Article II - MEMBERSHIP

Section 1: **State who may belong (see * below)**

Section 2: **State the penalties imposed for neglect of duties**

Article III - OFFICERS

Section 1: **Designate the officers: president, vice-president, etc.**

Section 2: **Define the duties of each of the officers**

Section 3: **Define the date of elections, length of term of office, and method of election**

Article IV - MEETINGS

Section 1: **State how often meetings will be held**

Section 2: **State the provisions, if any, for special meetings**

Article V - COMMITTEES

Section 1: **State the names and describe all standing committees**

Article VI - PARLIMENTARY AUTHORITY

Section 1: **State the authority that will be used as a reference guide by the organization (include a clause that states that this source of authority – usually "Roberts Rules of Order" – takes precedence when nothing is expressly stated in the constitution)**

Article VII - QUORUM

Section 1: **State the number of members needed at a meeting in order to conduct official business (usually 50% of the membership plus one)**

Article VIII - AMENDMENTS TO THE CONSTITUTION

Section 1: **State the method that will be used to amend the constitution**

*** ALL STUDENT ORGANIZATIONS CONSTITUTIONS MUST INCLUDE THIS STATEMENT: Membership in the organization is open to all County College of Morris students without regard to race, color, creed, sex, sexual orientation, national origin, age, religion, veteran or marital status, disability or union membership."**

OFFICE OF CAMPUS LIFE

TEMPORARY PERMISSION TO OPERATE

AS A CCM STUDENT ORGANIZATION

This temporary permission form allows your proposed organization to operate as an official student organization of the college for a period of four weeks from the initial date indicated herein. After that four week period you must have all the required forms submitted to the Office of Campus Life for official chartering. These forms include:

1. A copy of the organization's proposed constitution
2. A letter from a member of the college (full-time faculty or administrative officer) who agrees to act as your advisor (pending approval of the Office of Campus Life)
3. A student organization membership roster
4. A student organization leadership roster

Name of the Prospective Organization: _____

List Any and All Affiliations: _____

Purpose of Organization: _____

Name of Student Representative: _____

CCM Email Address: _____

Phone Number: _____

Date Initiated: _____ by _____ (Office of Campus Life Professional)

Date Forms are due: _____

Signature of Representative: _____

Signature of Office of Campus Life Staff Member: _____

Date: _____

For further information, you should refer to appropriate sections of the Student Organization and Policy Manual, available in the Office of Campus Life. If you have any additional questions or require assistance, you should contact the Office of Campus Life at 973-328-5226, Room SCC 226.

SECTION III – STUDENT ORGANIZATION POLICIES AND REGULATIONS

CAMPUS LIFE DINNER DANCE

ELECTION CAMPAIGN GUIDELINES

INTER-CLUB COUNCIL MEETINGS

SCHEDULING OF EVENTS

POLICIES & PROCEDURES FOR SOCIAL EVENTS ON CAMPUS

STUDENT ORGANIZATION RESPONSIBILITIES

BASIC PRINCIPLES IN PLANNING AN ACTIVITY

COMMON PROBLEMS WHICH OCCUR WITH A MAJOR PROGRAM

SUPPLEMENTAL PERSONNEL FOR

STUDENT EVENTS

TICKET SALES POLICY

CAMPUS LIFE APPRECIATION DINNER DANCE

The Campus Life Office initiated the Dinner Dance in 1969 to bring recognition to those individuals who are actively involved in the campus life program at County College of Morris. The program is designed to honor those individuals and groups who have made valuable contributions to campus life in the areas of student clubs and organizations, athletics and the performing arts. A committee comprised of students, faculty members and staff members nominate and select the individuals for the awards. The following is a list of the campus life awards and the criteria for each.

George Dragonetti Distinguished Leader Awards – These awards are given annually to those students who have contributed outstanding service to the Campus Life Program at CCM in the capacity of a student club/organization student leader.

Dr. Sherman H. Masten Campus Life Scholar/Leader Award – Awarded for outstanding achievement as a student leader combined with academic excellence at County College of Morris. Criteria for selection include being a recipient of a Distinguished Leader Award and having a cumulative grade point average of 3.75 or above

Performing Arts Awards – Dance, Drama, Music – Awarded to those students who have made outstanding contributions to the performing arts program at County College of Morris. Awards are given for contributions to the dance presentations, drama productions and to the music productions.

Educational Program of the Year Awards – Presented annually to the student organizations that have made outstanding contributions to the campus community through educational programs that extended student learning beyond the classroom.

Community Service Program of the Year Awards – Presented annually to student organizations in recognition of their time, effort and commitment to community service.

Outstanding First-Year Student Leader Award – This award is given to that first-year student leader who has made significant contributions to the campus life program throughout the past year. Factors taken into consideration include time commitment, leadership qualities, responsibility, initiative, scope of involvement in campus life, service to the campus community and accomplishments as a student leader.

Douglas A. Patton Student Life Scholarship Award – Award is given annually to a CCM student leader in honor of outstanding dedication and contributions to the total campus life program.

County College of Morris Board of Trustees Service Award – Awarded annually to that student leader who has demonstrated the most consistent service toward the overall development and continuity of the campus life program at County College of Morris. Factors taken into consideration include time commitment, leadership qualities,

responsibility, initiative, and scope of involvement in campus life, service to the campus community and accomplishments as a student leader.

STUDENT ASSOCIATION ELECTION CAMPAIGN GUIDELINES

1. The Associate Director of Campus Life shall supervise elections.
2. Eligibility Requirements:
 - a. Some positions require a minimum cumulative GPA (which will be checked). Example: SGA positions require a minimum 2.0 GPA, SAPB positions require that the candidate NOT be on academic probation.
 - b. Part-time students must be matriculated in order to pursue and hold a leadership position.
 - c. It is suggested that all candidates arrange a meeting with a member of the professional staff of the Campus Life Office. This will give each candidate the opportunity to learn the responsibilities of the prospective office as seen from the eyes of a college administrator.
 - d. The Campus Life Office must approve all posters, and any unauthorized posters (not approved by the committee and not bearing the approval stamp) which are found on the campus may result in the immediate disqualification of the candidate involved.
 - e. Posters may not be put up any earlier than the assigned date and must be taken down the day after elections.
 - f. Each individual candidate can post **no more** than 20 posters throughout the college campus. Party posters with a candidate's name are included within this 20-poster limit.
 - g. Any organization sponsoring a specific candidate may post no more than 10 posters for the candidate, and these must be included in that candidate's 20 poster limit. Poster size shall not exceed 14" x 20".
 - h. Candidates may use other forms of publicity such as fliers and buttons, but may not spend more than \$75 on such materials. Fliers and circulars, however, may not be posted. Each candidate is responsible for keeping a running account of all expenditures incurred while campaigning. The same ruling applies to an organization sponsoring an individual candidate.
 - i. All candidates are urged to make live presentations before the day of elections. The Campus Life Office will have a microphone available upon request. All requests must be submitted one week before the election.
 - j. The voting shall be by a web-based election and will be accessible via the CCM Website. An Election Information Station shall be set-up in the Sheffield Hall Study Lounge area each day, if deemed necessary.
 - k. On the days of the election, posted materials that have been approved by Campus Life may remain on sanctioned bulletin boards.

- l. On the days of the election, candidates are not permitted to campaign within 25 feet of the Election Information Center.
- m. Each candidate may appoint one poll watcher to sit at a table separate from the Election Information Center to oversee proceedings. The poll watcher must be authorized, in writing, by both the Campus Life Office and the candidate.
- n. The election results shall be posted within 24 hours following the tallying of the ballots on the final day of elections.

**FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN
DISQUALIFICATION.**

INTER-CLUB COUNCIL MEETING

All clubs and organizations are required to be represented at each "Inter-Club Council" meeting, normally scheduled once a month by the Inter-Club Council Chairperson. The purpose of these meetings is to maintain a line of communication among the organizations themselves.

SCHEDULING OF EVENTS

I. General Campus Events

- a. A student organization may not schedule or sponsor any on-campus event, indoors or outdoors, such as a meeting, concert, play, film, lecture, exhibition, social function, etc. before:
 1. Clearing the date and space available with the Campus Life staff and the CCM Facilities Reservationist.
 2. Having the funds to cover the costs (if any are to be incurred).
 3. Obtaining college approval through the Campus Life Office for the handling of any funds accumulated through charges or collections in connection with the event. College facilities are not available for private gain for off-campus individuals or groups. In some instances the college may allow recognized student organizations to use college facilities for fund-raising events.

II. Outdoor On-Campus Events

- a. Facilities for outdoor events are available, but must be scheduled with the Director of Campus life at least three weeks prior to the event.

- b. It is unlawful to engage in any action that would impede the normal instructional or administrative process of the college or disrupt any normal college function. Such activities may be scheduled only in areas and at hours that will neither interfere with nor disturb classes or normal operations of any college offices.

III. How to Schedule a Meeting Room

- a. Schedule with Campus Life who will contact the Academic Affairs Facilities Reservationist. Do this well in advance (minimum 3 weeks).
- b. Please vacate the room at the time initially indicated. If the meeting is to be cancelled, the Campus Life Office should be notified as far in advance as possible so the room may be used for other purposes.

STUDENT SOCIAL EVENTS

Social events sponsored by student organizations must comply with the following regulations if the college name is to be used by the sponsoring group. Any event of a student organization that is not conducted in accordance with these regulations may not be conducted in the name of the college nor may college facilities be used for publicizing the event.

General Policies Regarding College Representatives

1. College representatives are not required for on-campus events held during the normal operating hours of the college. However, a student committee should be charged with the responsibility of assuring appropriate conduct by all in attendance and for proper use of college facilities and equipment.
 2. College representatives must be present at all scheduled, recognized social activities on campus held by any student organization that would extend or commence after 8:30 p.m. Monday through Friday and all day Saturday and Sunday.
 3. A college representative is defined as a faculty member or staff member of the college. The advisor of the group should be invited to serve as a college representative for its events, but the advisor is not automatically the college representative, and the group should not expect the advisor to serve in this capacity for all of its events.
 4. It is the responsibility of the student chairperson to make contact with and arrange for college representatives to cover the event.
 5. Since college representatives are expected for the duration of an event, they should be advised of the hours of the event, and curfew should be strictly observed, so that they may be free to leave at the time agreed upon.
-

POLICIES AND PROCEDURES FOR SOCIAL EVENTS ON CAMPUS

- Smoking

County College of Morris is a smoke-free campus. Smoking is prohibited on campus property. Violators are subject to fines and disciplinary action by the County College of Morris Judicial Board for additional offenses. A complaint may be issued to the local municipal authority.

- Ticket Control – Special Programs

In the case of special programs (concerts, lectures, etc.) it would be wise to use special paper to print up the tickets, since there have been attempts to make and use fake tickets in the past. During events in the auditorium, caution should be used when selling tickets and admitting people through the doors. Tickets should be sold at the Box Office and there should be ticket collectors at both entrances to the auditorium. It is also prudent to have several members of your organization inside the auditorium to help people find seats and to prevent eating, drinking, etc. Once a ticket holder gains admittance, his/her ticket will be torn in half and he/she will be instructed, initially by signs, as to where his/her section is located. A student usher will pinpoint seats, if necessary and maintain clear fire aisles since there will be at least one usher assigned per section.

- Drugs

As per college policy, the use, possession, and sale or under the influence of illegal narcotics, chemicals, psychedelic drugs, or other dangerous drugs or substances at CCM by any individual, unless prescribed by a doctor, are illegal and strictly forbidden. Individuals found violating the above regulations during any event will be brought immediately to the person in charge who will notify campus Public Safety and, if necessary, the Randolph Township police.

- Alcoholic Beverages

Alcoholic beverages are not permitted on campus. Precautions should be taken when opening the gates for such events as concerts, dances, or movies, for hidden alcohol. If it is found on a person, he/she should not be admitted to the event unless he/she properly disposes of it. If someone is found drinking an alcoholic beverage during an event, the student usher should ask him/her immediately to leave. If the person refuses to leave, a CCM Public Safety officer should be called.

- Injuries

During activities on the campus, notify Public Safety immediately. Public Safety (x5550) should be immediately notified of an accident or injury.

- Communication

The student in charge of a particular event will act as the key to responsible communication among the various services in attendance. The student chairperson should be in continual contact with the CCM faculty/staff advisor of his/her representative to assure proper decisions are reached.

- Guest Policy

For social events held at CCM there shall be a maximum of one guest per CCM student. The guests must accompany the student to the event. The student is responsible for his/her guests' behavior and actions.

- Time Limitation

All social events at CCM must be over by 11:00 p.m.

STUDENT ORGANIZATION RESPONSIBILITIES

- A request for the use of County College of Morris facilities should be made at least three weeks in advance of the event.
- The Campus Life Office should be advised of plans for a particular event, including the budget, within four weeks of the event to approve and properly coordinate the function with other student activities.
- The particular student(s) responsible for the event should keep in close contact with the organization president and the Campus Life Office so that both are able to advise the other of exactly how the planning of the event is progressing, and/or exactly what procedures are necessary to participate in a particular function.
- In sponsoring large events (dances, concerts, trips) it is recommended that various committees be formed to handle certain important responsibilities. Examples of committee responsibilities could include publicity, physical arrangements and clean up, decorations, refreshments and budget. In coordinating these various committees, chairpersons should be appointed who will regularly report activity to the event chairperson.
- The students responsible for the event should arrive at least a half-hour before the event is scheduled to start. Students should confer with the college advisor/representative for the evening. These students should visit the college representatives regularly and inform them immediately of any problems that may arise. It is important to note that the responsibility of maintaining order during the event and cleanup afterwards lies with the sponsoring student organization.

- At the next regularly scheduled meeting of the student organization, a formal, written critique of the event should be made and entered into the group's minutes. This procedure should be helpful in planning future events.

BASIC PRINCIPLES IN PLANNING AN ACTIVITY

1. Brainstorm ideas.
2. Select a program with the broadest student interest. Be careful of personal bias.
3. Consider the date, availability of facility, day of week.
4. Decide on time: morning, afternoon, evening.
5. Advertising campaign: social media, website, posters, papers, etc.
6. Decoration: tablecloths, etc.
7. Technical requirements: lighting, sound, stage, etc.
8. Refreshments: food, drink, etc.
9. Transportation if necessary.
10. Budget: Is money available? How much should you charge for the event if anything?
11. Divide and delegate responsibility for the program.

COMMON PROBLEMS WHICH OCCUR WITH A MAJOR PROGRAM

1. Security – lack of sufficient security personnel.
2. Failure to get back-up assistance from groups.
3. Too many people in charge.
4. False expectations or unrealistic expectations (taking for granted such items as sound, lighting, equipment, etc.)
5. Poor pre-planning.
6. Demeaning attitude toward staff.
7. Last minute requests.
8. Lack of respect for facilities, furniture, tables, walls, etc.
9. "No shows".

SUPPLEMENTAL PERSONNEL FOR CAMPUS LIFE EVENTS

I. County College Custodians

Arrangements should be made for a college custodian to work during the course of certain activities, including before and after the event. In some instances, especially when classes are not in session, maintenance personnel or custodial may be required to turn

on/off heating or air conditioning systems. It is the organization's responsibility to find out these requirements and pay for their services.

For events in which large crowds are expected, two CCM custodians should be assigned during and after the event. However, one custodian is sufficient prior to show time. Depending on the nature of the event, two or more custodians may be required for cleaning the area after use.

In all cases, custodians are paid by the sponsoring organization, and are responsible for:

1. Sweeping during and after events.
2. Making sure rest rooms remain clean and stocked (paper towels, soap).
3. Cleaning area after use.

II. *County College Public Safety Personnel*

Arrangements should be made for college Public Safety personnel to work during the course of certain activities, including before and after an event. County College of Morris Public Safety personnel are responsible for the welfare of all people in attendance and the security of the building. The security officer in charge will maintain close contact with the chairperson of the event and the college representative.

TICKET SALES POLICY

The following procedures regarding the selling of tickets are in effect for tickets sold through the Campus Life Information Window.

- All clubs and organizations sponsoring trips and events must sell the tickets through the Campus Life Information Window.
- All tickets must be sequentially numbered.
- Tickets are to be put on sale a minimum of two weeks prior to the event.
- No refunds will be given except for an authorized cancellation of the event. The purchasers may not resell tickets.
- The Campus Life Office is responsible for depositing money collected into the appropriate organizational account.
- If tickets need to be sold at the place of the event, arrangements must be made 24 hours prior to the day of the event so that a cash box can be established.

SECTION IV – FINANCIAL GUIDELINES AND PROCEDURES

FUNDING GUIDELINES FOR CLUBS & ORGANIZATIONS

GENERAL FINANCIAL POLICY

MAINTENANCE OF RECORDS

CAMPUS LIFE ACCOUNTING PROCEDURE

DEPOSIT TO CLUB ACCOUNTS

WITHDRAWALS FROM CLUB ACCOUNTS

TRAVEL EXPENSE CLAIMS

LIABILITY FOR CONTRACTS

CLUB SCHOLARSHIPS

GUIDELINES FOR ESTABLISHMENT OF STUDENT CLUB SCHOLARSHIPS

POLICY ON FUND RAISERS

FOOD SALE GUIDELINES

HOLD HARMLESS

FUNDING GUIDELINES FOR STUDENT CLUBS AND ORGANIZATIONS

What may be funded?

- Clubs and organizations that have been chartered by the Student Senate and recognized by the College.
- Activities, capital equipment, and supplies, which would benefit the entire student body.
- Group field trips, sanctioned organizations and/or groups representing the college at an approved function or place.

What is not funded?

- Activities which receive academic credit.
- Honorary societies or fraternal organizations, unless their activities and programs will provide a service to the college.
- Groups whose policies or programs are governed or dictated by off-campus interests or organizations.
- Partisan political organizations.

GENERAL FINANCIAL POLICY

I. Use of funds

- The allocation of funds to student organizations is directed to the furthering and development of the Campus Life program and the broadest possible benefit to the student body.
- Funds allocated to a group must be used solely for the purposes specified in the original budget proposal that is approved by the Campus Life Office.
- An organization must operate within the allocation approved by the Campus Life Office and the College. Any request for additional funds must be made in writing and submitted directly to the Associate Director of Campus Life and the Director of Campus Life.

- Some organizations will bring in income either as a means of offsetting costs (e.g.; advertising revenue, ticket sales) or will schedule special fundraising activities for the purpose of supporting additional expenditures (e.g.; bake sales, T-shirt sales, etc.). When an organization requests a budget, the organizations are required to project the amount that they anticipate will be generated by these income-earning activities. Should these objectives be reached, the organization will be considered to have met its commitment. Certain organizations may wish to undertake further income-generating projects to offset expenditures not originally detailed in the budget request. Such projects must be approved in advance by the Campus Life Office and supported by a written proposal explaining the need and purpose for the additional income.

II. General Limitations

- *Speakers*: In general, all clubs may request to \$200 per guest speaker. However, if the scope of the topic is broad enough for the entire student body, the Campus Life Office may provide additional funds.
- *Political Groups*: Partisan political groups will not be funded.
- *Field Trips*: Field trips are defined as short-term excursions (usually one day but no more than two), by a group to a place or places of special interest that reflect the overall goals of that group. It is strongly encouraged that organizations sponsoring field trips open the opportunity to the entire student body. Organization budget requests must have an itemized estimate of full costs for the field trip, indicate the number of people going, the purpose of the trip, and the manner in which the trip will benefit the organization. Additional funds may be allotted if it is felt that the trip is of timely importance and is of exceptional value to the student body.
- *Food Service Requests*: All requests for food service on campus (e.g. coffee and donuts, luncheons, dinners, etc.) must be approved in advance by the Director of Campus Life. Failure to do so will make individual members personally liable for the payment of the bill.
- *Travel Expenses*: Travel expenses are only fundable to students, faculty members, administrative officers and other employees of the college who have been designated by the Director of Campus Life as official representatives of the college. The following travel expenses may be funded: registration fees, transportation costs, room accommodations at prevailing rates, food not to exceed \$50 per day. If registration fees include certain meals, these must be deducted from the daily food allowance. Examples of fundable travel are club-related conferences, conventions (regional/national), or other campus visitations.

Off-campus conferences, conventions, workshops, etc. may be totally or partially funded for registration fees, transportation, food allowances, lodging and

incidentals. An organization must take into consideration all expenses when budgeting for such a trip, especially the cost of having the chaperone/advisor accompany the group.

- *Books, Magazines, and Other Literature:* Funds for the purchase of materials such as books or magazine subscriptions that may be available from the college library or academic departments will not be authorized.
- *Equipment:* The College supplies basic furniture for student organization offices (desks and chairs).
- File cabinets, bookcases, and similar equipment of a somewhat less essential nature will be supplied, when possible, by the college.
- Equipment relating strictly to an organization (e.g., specialized equipment, cameras) to be used by that organization only, must be purchased with club funds.
- *Personal Articles:* In most cases, articles such as clothing, hats, sweatshirts, T-shirts, etc. that are used to promote an organization shall be funded up to ½ the cost of the item. Individuals and/or fundraising should pay for the other half.

III. General Information.

- Misrepresentations regarding financial transactions are termed a major offense and render the club subject to immediate suspension of all allotted funds. Such misrepresentations could further involve legal action, subject to litigation and prosecution.
- Any club disregarding the general financial policy is subject to suspension of funds allotted them for the remainder of the academic semester. A loss of funds will result in a loss of office space, pending appeal.

A. Mid-Year Budget Review/Funding Requests

- It is expected that each club and organization will use approximately 50% of its yearly budget allocation during the fall semester. To ensure that there is a balanced program of activities, the Campus Life Office will review each organization's budget.
- If it is apparent that approximately one-half of the budget has not been utilized, the organization's president will be requested to provide an explanation.
- It is possible that the total amount of an organization's yearly budget can be reduced in such cases.
- Organizations that anticipate unbudgeted expenditures can apply for an additional allocation of funds. The Campus Life Office will review the request and make its recommendations based upon existing criteria. If funds are available, it is possible for an organization to receive an addition to its budget.

MAINTENANCE OF RECORDS

Absolutely **NO** off-campus bank accounts are allowed. Every club and organization should maintain its own accurate records of all income and expenditures. Failure to comply with financial regulations could have serious consequences for the further funding of the organization.

CAMPUS LIFE ACCOUNTING PROCEDURE

The following systems and procedures should be followed:

1. DEPOSITS TO CLUB ACCOUNTS

- The treasurer or other authorized club officer shall submit receipts from all revenue producing activities (bake sales, t-shirt sales, etc.). These must be submitted no later than the next working day after receipt of funds.
- Pre-numbered tickets, pre-numbered receipts or other checkable records **MUST** accompany all money collected from any source.
- No disbursements shall be made from receipts. All disbursements in excess of \$25 shall be made by check. Approved reimbursements will be made from petty cash as soon as the Director of Campus Life receives a signed receipt for expenditures under \$25. This is a necessary step since the exact amount of cash must accompany the deposit.
- Funds will be given to staff member in the Campus Life Office and he/she will count it to verify the amount in the presence of the club member. The money will be rung-up and deposited in the CLO cash register.
- Money handed in to the Campus Life Office must be appropriately wrapped according to denominations and must accompany the deposit.

2. WITHDRAWALS FROM CLUB ACCOUNTS

All expenditures shall follow the procedures outlined below. **DEFICIT SPENDING** is **NOT** allowed.

Purchase Requisition – A purchase requisition is initiated by the Campus Life Office to the Purchasing Office who then issues an official CCM Purchase Order.

This purchase order is merely a promise of payment. It must be used in almost any instance where funds are withdrawn from your organization's account.

A request for a purchase requisition must be submitted for approval before a purchase requisition is issued to the Purchasing Department who in-turn will issue an official college purchase order. This requires that you carefully research exact costs prior to the expenditure. If the expenditure is for equipment and an individual item exceeds \$100, then 3 price quotes, either in writing or taken over the phone and documented in writing, must accompany the request for a purchase requisition. Be sure when obtaining price quotes that the exact same brand and model are being compared.

Be sure to plan your requests to purchase items well in advance. The Purchasing and Accounting Departments service the entire college and the turn around time is normally two weeks.

3. TRAVEL EXPENSE CLAIMS

- Proposed expenditures for trips/conferences must be detailed and inclusive of all anticipated expenses.
- Anyone planning to claim reimbursement for travel expenses must secure a "Travel Request" form at least four weeks in advance of the trip. This must list the estimated expenses, and must be approved and signed by the Director of Campus Life prior to the trip.
- The purchase requisition/order system is to be followed when making arrangements. Have invoices sent directly to the Office of Campus Life.
- Within five days after the trip, individuals attending the conference, etc., must fill out a "Travel Expense Claim" report form. This must be signed by the student or advisor to whom funds were advanced.
- In no instance will the expenses claimed be more than the actual amount expended.
- All expenses must be verified by original receipts (or they will not be funded).
- Failure to abide by this stipulation will result in the suspension of all allotted funds and in placing of a "hold" on the individual students' records.

4. LIABILITY FOR CONTRACTS

- Any contract with a company, performer, hotel or any other contractor requires the approval and signature of the Purchasing Department. Contracts signed by students and/or advisors do not make the college liable for payment. It is

generally advisable to discuss the terms of a contract with the Director of Campus Life in the early stages of negotiation.

- Payment of contract requires a purchase requisition and copies of a signed contract.
- Blank contracts for performers are available in the Campus Life Office and are to be used when the performer, speaker, etc. does not have his/her own contract.
- Under no circumstances will the Director of Campus Life approve a contract that requires a deposit.
- A social security number (for individuals) or a corporate identification number (for groups) is required before payment can be made.

5. CLUB SCHOLARSHIPS

Organizations may obtain approval to conduct special fundraising projects during the year for the specific purpose of financing club scholarships, but only if the club scholarship is given prior approval by the Campus Life Office.

GUIDELINES FOR ESTABLISHMENT OF STUDENT ORGANIZATION SCHOLARSHIPS

The following guidelines are to be followed in establishing student organization scholarships:

- Guidelines for the scholarship must be established in writing before the student organization begins fund-raising efforts.
- These scholarship guidelines must be submitted in writing and must meet the approval of the student organization, the Vice President of Student Development and Enrollment Management and the Campus Life Office.
- The scholarship guidelines should include, but not be limited to, the following:
 - a. eligibility for scholarship
 - b. amount of scholarship(s)
 - c. selection process
 - d. timetable for this process
 - e. membership of the selection committee
- The student organization's annual budget should reflect the fundraising efforts for the scholarship. Funds raised for the scholarship are determined by deducting all expenses of the fundraising effort from the net process. The following formula is to be adhered to:

$A - B = C$, where,

A = all money taken in from the fundraising effort.

B = all expenses of the effort (this includes the cost of the item sold, the cost of security/maintenance, etc.).

C = remaining amount that can be put into scholarship account.

5. Only on-campus accounts are to be used. Off-campus accounts are prohibited IN ALL CASES.

POLICY ON FUNDRAISERS

- The only agency regularly authorized to sell items on campus is the Bookstore. Students or organizations cannot serve as an agent to sell, solicit, or promote merchandise or services on this campus. This is allowed only with the expressed written permission of the Director of Campus Life and the Vice President. Approval is generally given for sale of items produced by student groups such as baked goods. Individual or periodic sales may be approved, but restrictions may be imposed on continuing sales. Campus facilities will not be used to acquire personal financial gain.
- Individuals and organizations that are not part of the college are not permitted to sell, solicit, or promote the sale of goods unless sponsored by a recognized student organization. The sponsoring student organization must receive a minimum of ten percent (10%) of the gross receipts.
- Fund raising activities that are in violation of the contract with the college's food services provider or that may interfere with or detract from the sale of goods in the Campus Store are not permitted. Questions relating to such events should be brought to the attention of the Director of Campus Life.
- Games of chance (gambling) are **not** permitted as fundraisers, as per NJ State Department of Raffles. This includes 50/50's, raffles, "Tricky Trays", etc. Questions relating to such events should be brought to the attention of the Director of Campus Life.

FOOD SALE GUIDELINES

Student Organization must have on file in the Campus Life Office a signed copy of the Bake Sale Guidelines before a club will be permitted to schedule a food sale.

Bake Sales:

- may be held by a recognized student organization, for the purpose of raising funds for club activities.
- may **only** sell baked goods (Dried bakery items, muffins, cakes, pastries, cupcakes, etc).
- must be registered and approved with the Campus Life Office prior to the event happening.
- must be held in approved location and between the specified hours.
- must have club reps present throughout the activity and hold responsibility for set up and clean up along with removal of bake sale items.
- must turn in all funds collected at the conclusion of the sale to the Office of Campus Life, including any donations.
- are limited to two (2) per month per organization.
- Furthermore, the organization must agree to abide by the following food preparation guidelines:

Guidelines as per the New Jersey State Health Department

- A sign must be present that says “Homemade Goods”. All food must be individually wrapped and labeled as to product identification and price. Items must be displayed and stored off the floor or ground and must be covered at all times.
- Food must be able to be kept safely at room temperature. Items requiring heat or refrigeration to reduce spoilage are not allowed; for example, items containing custard, creams, meringues or cheesecake products.
- Ingredients known to cause allergic reactions in some individuals, including the use of nuts, nut oils, dairy, gluten flour, or artificial sweeteners should be clearly marked on products. It is particularly important to review ingredients when using “box mixes” where trace or “hidden” ingredients may be present.

- Bake sale items will be prepared with ingredients purchased from commercial sources (grocery stores, warehouses, baker, etc.) and customary home sanitation practices should be observed in food preparation.
 - It is recommended that two organizational representatives be present throughout the bake sale, one to handle money, and one to have contact with food items (sanitary/sterile gloves recommended).
-

HOLD HARMLESS

CCM Event Participant's Hold Harmless Form must be completed by all participants for any off campus event sponsored by a student organization.

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