310 STUDENT CLUBS AND ORGANIZATIONS

The College encourages students to form and participate in clubs and organizations on campus that promote the development of career, academic, social and other interests. Student clubs and organizations are formed by and for students of Warren County Community College according to the following policies and procedures.

MEMBERSHIP

Each student organization (club/activity) recognized and approved by the College is free to select its own membership upon the basis of individual merit. However, no student organization may restrict its membership on the basis of any protected category included in the New Jersey law against discrimination**.**

All club members must be matriculated in at least 6 credits and in good academic and financial standing. A continuing student must have a cumulative GPA of 2.0 and a prior semester GPA of 2.0. Students with an Academic Hold or Financial Holds due to prior balances due to the College may not participate in clubs until the their financial obligation to the College is satisfied.

POLICIES AND PROCEDURES FOR RECOGNIZING A STUDENT CLUB OR ORGANIZATION

All Student clubs and organizations, including any honor societies, must be recognized annually by the College. An organization may not undertake any activities, including holding meetings, events, fund raisers or spend any resources prior to formal annual recognition by the Office Student Services.

The following must be submitted in order for a club to be recognized:

1) The Club must have an Advisor who is a full-time employee, a permanent part time employee or senior adjunct faculty member.
2) The Club Advisor must have completed any mandatory training (such as Title IX training) before the Club is recognized.
3) The Club must have a Charter indicating the purpose of the club. This charter shall be signed by the Club President and the Club Advisor and submitted annually to the Office of Student Services..
4) The Club or Organization must submit a roster of its members. All club members must be in good academic and financial standing with the College and must not be under any sanction for the violation of College conduct policies. It is up to the advisor to certify that each club member meets club and college guidelines for members. In the case of honor societies, all members must meet the membership criteria **before** they are able to be considered a member of the organization.

POLICIES GOVERNING CLUBS

All recognized student clubs/organizations must have a minimum of8 members, unless an exception is approved by the President. The Club shall have at least 2 student officers (President, Vice President, Secretary, and Treasurer) and scheduled monthly meetings. The monthly meetings must be documented via a meeting summary report. This report, which must be signed by the Club Advisor, must include the date, time and place of the meeting plus the list of individuals who attended and the topics discussed.

Any club/organization violating college policies and procedures is subject to discipline as an organization, which may include probation or suspension. Student Organizations must follow all College and Board policies and procedures, including financial policies. Nothing herein prohibits the College from

establishing additional guidelines for student clubs. These shall be distributed to Club officers and published on the College's website.

POLICIES GOVERNING CLUBS

Student clubs/organizations will be deemed inactive by College if they have not met for four consecutive semesters (excluding summer terms). Any club balances will be returned to the restricted Student Activity fund. A club/organization can request reinstatement to f Office of Student Services. Student organizations interested in reinstatement must follow the procedures established by the Office of Student Services

ORGANIZATION-SPONSORED ACTIVITIES/FUNDRAISING EVENTS

All college-recognized clubs/organizations may sponsor events on campus, including but not limited to fundraisers, giveaways, information tables, speakers, etc. Club fundraising proceeds should be used for an activity consistent with the Club charter. The following procedures shall be followed for any organization-sponsored activity:

a) All on-campus fund raisers must be approved at least one week prior to the event by the Dean of Campus Operations or designee. This is required to ensure that there is not a conflict on the proposed date with other campus ,,activities.
b) All funds raised must be immediately turned over to the Business Office for deposit in the College restricted club account.
c) Any club or organization that is inviting individuals to campus for an event must have the activity pre-approved by the Office of Student Services at least four weeks prior to any public announcement or advertisement of the event to make sure that any ancillary event needs (including room set-up, insurance or security needs) can be accommodated.
d) A club or a Club Advisor may not charge any event fees for an activity without the prior written approval by the Vice President of Finance and Operations or designee at least four weeks prior the any public announcement or advertisement of the event.
e) Clubs should not assume that they can use any WCCC space for an event without proper prior approval.
f) Clubs may not broker College space to an external organization(s) for a fundraiser.
g) Clubs seeking to use external space for a club activity, must request this use at least two weeks in advance so that the College can determine any insurance or other needs for such an event and to contact the venue and discuss any logistical needs.
h) Alcohol may not be served or distributed at any club event.

A club should not assume an event is automatically approved. The College reserves the right to deny events because of safety, security or other concerns. Office of Student Services shall develop appropriate approval forms to assist the clubs in the request process.

REQUIREMENTS FOR FUNDS/BUDGETING/SPENDING

The Student Government Association shall be responsible for allocating a portion of the Student Activity Funds. Allocations will be provided on a fiscal year basis (July 1 through June 30).

A. The College will provide an annual appropriation to be used for student activities.
B. The SGA Advisor, together with SGA officers and other administrators will meet at the beginning of each semester to determine how the annual appropriation shall be allocated between college

sponsored and club sponsored activities. A draft semester budget SGA must be shared with the Vice President of Finance and Operations in October and February

C. All recognized student clubs/organizations desiring to receive an allocation from SGA must submit a Budget Request Form to the Office of Student Services by the due date given. Funds obtained are only to be used for those items approved by the SGA during the semester requested. SGA funds may not be used for activities for which all students are not eligible to be honored (example, induction ceremonies, award ceremonies).
D. College Officials will meet with SGA officers on a periodic basis to provide budget projections for the year and to discuss any budget issues relative to the SGA.
E. SGA funds shall not be used for travel or lodging expenses for a club or organization. SGA funds may be used for group bus trips that are open to the entire campus for educational or cultural activities.
F. The College reserves the right to deny any allocation of funds approved by the SGA if the use of the funds 1) could lead to additional costs to be borne by students, 2) would violate college policy, laws or statutes, 3) would not be covered under the College's insurance or 4) would create other issues that could impact WCCC or its community.
G. The SGA and all clubs/organizations shall follow college procedures for procurement, including the use of Purchase Orders, where possible, and the proper recording of payment vouchers. The SGA and Student Clubs/Organizations shall work with College officials when procuring services so that they are able to receive any discounts available through the College.
H. As needed, the College will establish Club and College accounts for student clubs and organizations. Any revenue generated from SGA funded activities must be deposited back into that organization's College account.
I. SGA funds must be used for items that are consistent with college policy as well as state and federal laws, including, but not limited to: anti-discrimination laws, state ethical guidelines, Pay-to-Play legislation, college facility usage requirements and the College's code of ethics. Funds may not be used to create a hostile environment on campus or to subsidize events for non-WCCC students; however, Club funds may be used to subsidize expense reimbursement for the Club Advisor.
J. SGA or club activities must be consistent with the College's insurance coverage and limitations. The College may require the SGA or a club or organization to obtain coverage for items not covered through the College's insurance coverage.
K. The Treasurer of each organization shall keep an account book containing all revenue and expenditures of that organization.
L. Clubs that do not comply with the financial procedures of the College may be suspended or prohibited from receiving future funds.
M. Nothing herein above precludes the College from establishing additional allocation, funding or expenditure guidelines. Clubs that do not follow College procedures may lose recognition and/or be suspended for a period of time.

POSTING OF SIGNAGE BY SGA OR STUDENT CLUBS

Since WCCC has limited space, it is necessary to restrict the amount of signage on campus. Student organizations must obtain approval from the Office of Student Services prior to posting any signs for club or event meetings, fundraisers or other activities.

Each recognized organization may have a Microsoft Teams account to communicate with its members. Students must be mindful that there may be boundaries between public speech and offensive speech that may be considered derogatory to a member of a protected group covered under the NJLAD law or that could be considered pornographic in nature to public members or visitors to the campus. Club

members should check with their advisor prior to posting something controversial on its organization's board.

Student clubs or organizations are welcome to use social media to advertise their club or organization. However, if they are identifying themselves as members of the WCCC community, they should ensure that their content is in compliance with the College's social media policy (Policy 203).

RESPONSIBILITY OF A CLUB ADVISOR

A Club Advisor must be either a full-time employee, a regular part-time employee or a senior adjunct faculty member. All Club Advisors must complete federal VAWA training as part of the Club Advisor duties. In addition, consistent with federal, state and insurance requirements, a Club Advisor may have to undertake certain safety training in order to fulfill the responsibilities of a Club Advisor. Paid club advisors must be present at all fundraising and club activities and must demonstrate that they have committed at least 10 hours on campus during the year specifically to club activities outside of normal office hours or scheduled classroom time.

The Club Advisor must make sure that the organization has a Charter, a list of members that meet all WCCC requirements. Club Advisors for honor societies must validate that all club members meet the requisite GPA or other requirements for the specific honor society.

Club Advisors must make sure that monthly reports are filed with the Office of Student Services. The Club Advisor is responsible for submitting all fundraising or activity proposals to the Office of Student Services at least two weeks before a decision to participate must be made.

Violations of policies, rules, laws may result in the Club Advisor not only losing the club advising responsibilities, but also subject the individual to College discipline based on the level of the infraction and its impact on the College.

Club advisors shall not be compensated until after the Spring semester has ended and they have provided all of the required paperwork for their club.

CLUB TRAVEL

There may be instances where a club or organization wishes to go off campus for an activity or event. Clubs must select events that are community college appropriate. Attendance at events for secondary school students, or conversely, for graduate school students are not appropriate for WCCC students. Club travel must be related to the club's charter of purpose.

For most events held off campus, club members are expected to get to and from an event without the support of the College or the responsibility of other club members or the Club Advisor. In this case, the club members and Club Advisor must sign a waiver form indicating that they understand that they are responsible for the transportation to and from the event. Any club travel to a location requires that the Club Advisor be present at the location.

There may be instances where group transportation is necessitated to a local event. In that case, the following rules shall be followed for such travel:

1) Any club travel must include the Club Advisor as a chaperone. The advisor must receive any training appropriate as designated by the College's insurance carrier.

2) College funds shall not be used to subsidize club travel.
3) It is the expectation that the Club Advisor will handle transportation needs and will be the primary driver for such an event. In the case that more than one vehicle is required, any additional driver(s) for club activities must be pre-approved through the College's insurance company. All local trips must be requested at least 2 weeks in advance of the trip using appropriate college forms.
4) Club Advisors must submit all pre-event and post-event documentation on a timely manner.

Local event means travel means travel within NJ or within 60 miles of the College. WCCC will not approve any out of region travel for any club or organization unless specifically approved by the Board of Trustees at least 3 months in advance of the event. Only travel for community college events (i.e., events where at least 75% of the participants are from community colleges) will be approved by the Board of Trustees.

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