



STUDENT LIFE MANUAL

TABLE OF CONTENTS

| | |
|--|----|
| Mission | 3 |
| General Policies | 3 |
| Clubs | 3 |
| Club List | 3 |
| Club Policies | 3 |
| Membership | 4 |
| Standard of Ethics | 4 |
| SGA-Sanctioned Club Guidelines | 4 |
| Organizational Structure | 4 |
| Finances | 5 |
| Officer Elections | 5 |
| Meetings | 6 |
| Correspondences..... | 6 |
| New Club Request Procedure | 7 |
| Gaming Equipment | 7 |
| Club Financial Policies | 7 |
| Club Funding Allocation Request Guidelines | 7 |
| Fundraising | 8 |
| Use of Club Funds | 8 |
| Food Sale and Distribution | 8 |
| Sale of Non-Food Items | 9 |
| Vendors | 9 |
| Non-Solicitation | 9 |
| Gambling | 9 |
| Club and Club-Sponsored Event Promotion and Posting | 10 |
| Printed and Digital Materials | 10 |
| Logo | 10 |
| Promotional Apparel and Other Items | 10 |
| Social Media | 10 |
| Recording and Photographing..... | 10 |
| Non-Sponsored Events | 11 |
| CW Engage on Microsoft Teams | 11 |
| Off-Campus Events | 11 |

MISSION

Student life is the combination of clubs and leadership experiences our students have outside of the classroom that make us a vibrant, thriving community. Our student life initiatives provide opportunities for learning, leadership development, civic engagement, and community building.

GENERAL POLICIES

1. Club membership and club-sponsored events may not discriminate on the basis of real or perceived race, religion, sex, age, sexual orientation, gender identity/expression, marital or parent status, physical or mental disability, national origin or any other criterion prohibited by federal, state or local law.
2. Club membership and participation in club events is available exclusively to active, matriculated CW students enrolled in the day, evening or online divisions of the College.
3. Club membership requires a minimum GPA of 2.0. Students with a GPA below 2.0 may not participate in club activities until their GPA increases to 2.0 or higher.
4. Club officers must maintain a minimum GPA of 2.5. Club officers may be removed or placed on probation until their GPA increases to 2.5 or higher.
5. Greek life student organizations including sororities and fraternities are not permitted at CW.
6. Hazing is strictly prohibited at CW, including among students and student groups. Read the full Policy Prohibiting Hazing in the Student Handbook. CW defines hazing as the intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:
 - a. Is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in a student organization; and
 - b. Causes or creates a substantial risk of physical or psychological harm to one or more persons, above the reasonable risk encountered in the course of participation in the organization.

CLUBS

The College of Westchester offers a wide variety of extracurricular clubs and student organizations which provide students the opportunity to become more actively engaged in campus life as well as develop leadership and collaborative skills. Individual clubs are detailed in the Student Handbook.

CLUB LIST

A full list of active clubs can be found on the CW Everywhere app or by contacting sga@cw.edu. Clubs may vary by semester.

CLUB POLICIES

All club policies as listed below are considered extensions of the constitution or bylaws of each recognized CW Club. All Clubs are expected to adhere to the policies listed below.

Membership

1. All active, matriculated students currently enrolled at The College of Westchester with a GPA of 2.0 or higher may join and retain membership in one or more active club(s). Eligible students may join via the club signup form or by participating in regular club meetings.

Standard of Ethics

1. All clubs and their members will adhere to The College of Westchester Student Code of Conduct and Rules for Maintenance of Public Order as specified in the Student Handbook.

SGA-Sanctioned Club Guidelines

All clubs and their activities operate under the sanction of the Student Government Association (SGA) of The College of Westchester and its policies for recognized clubs as listed in the College Catalog as well as the following:

1. Clubs may not engage in actions which are contrary to the mission and goals of CW.
2. All clubs must submit their club constitution to the SGA and ensure any revised documents are on file with the SGA.
3. The club constitution may not implicitly or explicitly violate the SGA Constitution or the CW Code of Conduct.
4. All clubs must have their own elected officers through duly documented elections as well as a staff or faculty moderator.
5. Any activities sponsored by individual clubs must be approved by their moderator(s) and must comply with CW and SGA standards and policies.
6. All clubs must keep accurate records including finances, minutes and promotional materials. All such records shall be subject to inspection by the moderator(s).
7. All promotional materials for club activities must be approved by the Office of Marketing Media and Resources.

Organizational Structure

1. General membership
 - a. General members are active club participants who do not hold office.
 - b. General members are responsible for supporting the club mission and objectives and attending regular meetings and events.
 - c. General members serve on a voluntary basis and need not be elected by majority vote.
2. Officer Eligibility
 - a. To be eligible to serve as a club officer, active, matriculated students must meet a minimum GPA requirement of 2.5.
 - b. To be eligible to serve as a general member of the club, active, matriculated students must meet a minimum GPA of 2.0 (considered to be in good academic standing).
 - c. First-semester students without a calculated GPA are also eligible to serve as either club officers or general members.
 - d. The club may decide on qualification changes of these roles through majority vote and approval of the moderator(s), with the exception of the following requirements which cannot be amended due to College policy.
 - i. GPA requirements as listed above.

- ii. Club officers and general members must be active and matriculated.
 - e. Club officers must comply with training requirements by completing their Student Upstander workshop.
- 3. Voting
 - a. All club officers and general members of the club may vote in club officer elections.
 - b. All club officers and general members of the club shall be entitled to cast one vote on any matter of business.
- 4. Disciplinary actions
 - a. A member of the club may face disciplinary action from the moderator(s) and/or the Dean of Student Life under the following circumstances:
 - i. Failure to perform their duties as outlined in Article VI, including but not limited to adherence to the attendance and conduct policies.
 - 1. A Club officer may be considered suspended after two (2) or more unexcused absences from club meetings or events and will thus be considered suspended.
 - 2. A club general member may be considered suspended after three (3) or more unexcused absences from club meetings or events and thus be considered suspended.
 - ii. Failure to meet eligibility as outlined in Article VII, including but not limited to academic eligibility.
 - iii. Unsatisfactory academic performance based on alerts, faculty concerns, grades or attendance issues.
 - b. Disciplinary actions include the following:
 - i. Dismissal from the officer role or from club membership.
 - ii. Temporary suspension from the officer role or from club membership.
 - iii. Suspension of voting privileges in club matters of business.
 - c. Should a student be dismissed from club office, such student will thereafter be ineligible to hold club office in the future.
 - d. In the event that a club officer or general member under temporary suspension of office or voting privileges and wishes to regain such office or voting privileges, such person may resume such position on a probationary period at the sole discretion and approval of the moderator(s) and/or Dean of Student Life.

Finances

1. All clubs are responsible for administering their finances including thorough recordkeeping. Monies spent that have not been authorized and/or that violate CW policies will not be paid by CW.
2. Club monies can be obtained through sponsored fundraising or through a Club Event Allocation Request process as per the Student Government Association, detailed in the *Club Financial Policies* section of this document.
3. Club funds must be used to promote social, educational, and/or cultural functions open to all members of the club or to all active, matriculated CW students. These functions should relate in a meaningful way to the mission statement of each club.
4. In order to be eligible to receive an allocation of club funding from the SGA, a club must be in full compliance with club responsibilities as detailed in Article VI of the SGA Constitution.
5. The SGA reserves the right to withhold or withdraw funds from a recognized club should the club be found in violation of or failure to comply with either SGA or college policy.

6. Funding allocations to clubs are not guaranteed.

Officer Elections

1. Campaign protocol
 - a. Only current CW students may campaign on behalf of a candidate; campaigning by non-CW students is strictly prohibited.
 - b. Campaign signs/posters refer to both print and digital materials.
 - c. Campaign signs/posters may only be posted in designated areas and must be approved by the Dean of Student Life.
 - d. Campaign signs/posters must strictly adhere to the CW Student Code of Conduct and must not include any vulgarity or slander toward other candidates or members of the CW community.
 - e. Campaign signs/posters must be removed by candidates no later than the day immediately following elections.
 - f. Any reported violation of campaign protocol by a candidate can be grounds for dismissal of candidacy by the Dean of Student Life or other college official.
2. Special elections
 - a. Should an office be vacated mid-term, a special election may be held to fill the vacancy. The vacant office can be filled by majority vote by fellow club members. Alternatively, the moderator(s) may select an eligible student to fill the vacancy.
 - b. In the event that a student running for club office is uncontested, or in the event that a quorum cannot be established, the general members and/or the moderator(s) may simply allow the student to step into the role without a formal election.
 - c. Under special circumstances, a vacant office can be filled by a student appointed by the moderator(s), Dean of Student Life or other college official to serve for the remainder of the appointed term.
 - d. Any officer voted into office during a mid-term special election must meet the same criteria for office as outlined in the club constitution.

Meetings

1. Club meetings will be chaired by the club president. In their absence, the chair is determined by order of succession to the president as follows:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Other officer
 - f. Moderator
2. In the absence of any officers, the chair shall be elected by a majority of the club members present.
3. Quorum
 - a. Five (5) voting members present at any meeting shall constitute a quorum.
 - b. With a majority vote, this quorum can transact any business which may properly be brought before the meeting, except as otherwise indicated in the bylaws.
 - c. A meeting may be adjourned or recessed by majority vote of the members present whether or not a quorum is present.

Correspondences

1. In the event that the club sanctions a correspondence platform (such as Whatsapp, WeChat, etc.), the platform will be used for the sole purpose of club communications.
 - a. Members of the platform agree not to utilize the chat for other purposes.
 - b. Members of the platform agree not to contact one another using personal numbers (including moderators) without explicit consent of all parties.

NEW CLUB REQUEST PROCEDURE

In order to request that a new club be started, an interested student must submit the New Club Request Form, available via sga@cw.edu or studentactivities@cw.edu. In addition to following the policies expressed in the form, a student will be eligible to request a new club if:

1. The student submitting the New Club Request Form is an active, matriculated student at CW;
2. The student submitting the New Club Request Form can commit to holding office in said club for a minimum of twelve months;
3. The student submitting the New Club Request Form has completed a minimum of one term at CW and earned a minimum of six credits;
4. The student submitting the New Club Request Form has a minimum GPA of 2.5.

GAMING EQUIPMENT

Gaming equipment, including the Nintendo Switch equipment, is located in the Student Center and is available for use by all active, matriculated CW students in good academic standing. Gaming equipment should not be used when students are in class. Equipment is not available when the Student Center is closed for events or activities. Controllers can be signed out of the bookstore by qualifying students and must be returned. Users must be mindful of volume in the shared space of the Student Center.

CLUB FINANCIAL POLICIES

In addition to club finance policies outlined in the Club Policies section, the following policies are also in place for club-sponsored events.

Club Funding Allocation Request Guidelines

The Student Government Association of The College of Westchester is charged with guiding student life including clubs. As such, the SGA is responsible for the allocation of funds, when available, to individual clubs for the purpose of conducting student-centered programming. In order to solicit funds, a club must submit an event form with a budget request included. This form shall be reviewed by the SGA and a vote will determine whether the request is approved or denied.

Club requests for funding will be assessed based on a number of criteria. Requests should provide detailed information on how funding will be used, including a list of items needed, cost per unit and number of units. The club should also be in compliance with CW and SGA standards, be a recognized

club with an official club moderator and have a valid club constitution on file with the Office of Student Life. Finally, the event should directly support the mission of the club and demonstrate a goal of building community. Funding allocation requests may not be used for fundraising purposes. If approved, funding allocations can only be used for purposes listed in this request. Any misused funds will be the club's responsibility to repay and may severely decrease your club's ability to seek event funding in the future. Funding allocation requests will be considered on a rolling basis and allocations will be made on a first come, first serve basis as funding permits. Allocations are not guaranteed and the SGA reserves the right to fund any portion of the amount requested, or none. Funding allocation requests must be submitted according to the event request timelines listed previously in this form. Requests received less than 30 days prior to the event date will not be considered.

If funds are allocated through this process, allocated funds can only be used for the purpose of the club event as detailed in the original allocation request. If the funds will be used to purchase gift cards for participant contest/game winners, please email studentactivities@cw.edu or sga@cw.edu the day following the event with the full name(s) of the recipient(s) so that we can process. For any other purchases, please submit the original receipts with a completed reimbursement request within three (3) business days following the event to the Dean of Student Life in the Student Services suite on the 4th floor. For all of the above, the requests need to come directly from the moderator (as opposed to student members). Under no circumstances can the funds be used to distribute cash, alcohol or other prohibited materials. Funds will only be reimbursed when provided with original receipts that adhere to the above policies and when total reimbursement requested does not exceed the total amount allocated.

Fundraising

Clubs may engage in fundraising efforts for the sole purpose of the following:

1. Generating funds for later use by the club for approved purposes or;
2. Donating proceeds to a registered charity or non-profit organization with 501c3 status.

Fundraisers must be preapproved through the Office of Student Life. Clubs may collect funds via cash only and may not accept monies through check, credit card, venmo, cashapp, Zelle, or any or digital monetary transfer platform.

Monies must be collected and safeguarded by the Club Moderator who must immediately coordinate for deposit with the Office of Student Life and/or the Business Office.

Use of Club Funds

Independent of funds allocated through the SGA request process, clubs may have access to club-specific monies due to prior or ongoing fundraising efforts. In order to access said funds, clubs must complete the following process:

1. The club moderator must verify available club funding by emailing JMuller@cw.edu;
2. The club moderator or student officer must send a written request to use funding, including the total amount requested and purpose of request, to studentactivities@cw.edu or submit in writing to the Office of Student Life. Only expenses with prior approval will be considered for reimbursement.

Food Sale and Distribution

The sale of food or baked items is permitted when the following criteria is met:

1. The event is approved through the Office of Student Life;
2. A cashbox must be requested through the Office of Student Life and used to collect and store monies during the event;
3. The monies must be collected and safeguarded by the Club Moderator who must immediately coordinate for deposit with the Office of Student Life and/or the Business Office;
4. The sale or distribution of food is limited to purchased, pre-packaged food only. Clubs may not sell or distribute food they prepared themselves, on-site or from a vendor not previously approved through the event request process.

Sale of Non-Food Items

Rarely, clubs may sponsor events during which the sale of non-food items is permitted for direct profit to the seller. To be permitted, the following criteria must be met:

1. Sellers must be active, matriculated CW students; CW alumni; or current CW employees;
2. The event must be preapproved by the Office of Student Life;
3. All sellers must be identified prior to the event and adhere to all CW policies;
4. Sellers may collect monies in the form of cash or credit/debit card. The use of digital monetary transfer platforms such as venmo, cashapp, or zelle is strictly prohibited;
5. Sales can only occur within the explicit time and location of the approved event;
6. CW will not be liable for lost monies exchanged under permitted activities;
7. Sellers that violate this policy will be immediately removed and may face disciplinary action.

Vendors

Clubs seeking to make purchases for preapproved events or activities should consult with the Office of Student Life to determine suggested vendors for necessary purchases. In many cases, the College can assist with securing vendors who offer bulk pricing, discounts, etc.

In the event that no preferred vendors can provide the goods or services in question, students may consult with the Office of Student Life to verify whether a new vendor can be authorized. Vendors must be able to provide the College with the appropriate tax ID number and W9. In most cases, the vendor must be willing to invoice the College and accept payment upon receipt of invoice and following the provision of goods/services.

Non-Solicitation

The College recognizes that students may have interests in events and organizations outside the College. However, to maintain an orderly environment and prevent interference with academics, no student may solicit another student or employee while on campus or otherwise engaged in class or academic activities. For purposes of this policy, solicitation refers to any activity that poses a reasonable risk of interference with production by calling for an immediate response to another student's oral persuasion to join a certain cause or purchase a type of product or service unless that activity is a pre-approved, permitted activity directly related to an approved, club-sponsored event. It is prohibited to distribute or post advertising material, handbills, or other literature while on campus or otherwise engaged in classroom or academic activities. In addition, students may not distribute literature or printed materials

of any kind at any time while on campus or while otherwise engaged in classroom or academic activities that are not related to approved classroom or club-sponsored events or activities.

Trespassing, soliciting or distributing literature by non-students on our premises is prohibited at all times.

Gambling

CW-sponsored clubs, groups or events are prohibited from engaging in gambling or related activities.

CLUB AND CLUB-SPONSORED EVENT PROMOTION AND POSTING

Printed and Digital Materials

Clubs wishing to advertise their groups or events must adhere to the following policies:

1. Flyers/posters refer to both print and digital materials.
2. Flyers/posters may only be posted in designated areas and must be approved by the Dean of Student Life or the Director of Marketing and Media Resources by visiting either office or emailing the flyer/poster to studentactivities@cw.edu (files must be submitted in jpeg, png or pdf format).
3. Flyers/posters may use the CW logo when permitted.
4. Event flyers/posters must include the name of the event, the sponsoring club, and the day, time and location of the event.

Logos

The use of the College logo must be approved by the Office of Marketing and Media Resources for any other promotional materials such as apparel, publications, etc.

Clubs wishing to create or revise their club logo must obtain approval from the Office of Marketing and Media Resources before utilizing said logo.

Promotional Apparel and Other Items

Clubs wishing to purchase promotional apparel, swag or other items must seek written preapproval from the Office of Student Life and the Office of Marketing and Media Resources regardless of whether logos are used.

Social Media

Clubs are prohibited from creating or managing proprietary club social media accounts unless otherwise approved by the Office of Marketing and Media Resources.

Recording and Photographing

Unless directed by College officials, students are prohibited from photographing or recording club events or activities that show the faces or voices of other students. Students are also prohibited from posting any such content on personal social media accounts, blogs, etc.

Non-Sponsored Events

The Office of Student Life exclusively promotes CW-sponsored events and activities. Students or employees who wish to promote community events that are not directly sponsored by CW may, upon approval from the appropriate department or individual, share said events with students via classroom announcements, emails to student distribution groups, or personal posts on the CW Everywhere app. However, announcements made directly by the Office of Student Life and its employees will be limited to events directly sponsored by CW.

CW ENGAGE ON MICROSOFT TEAMS

Microsoft Teams is the hub for student account information, class schedules, grades, degree completion, announcements, resources, and every student's digital ID. Within Teams, CW Engage is a social tool for students, faculty and staff to stay updated with campus news, events, and announcements. Students, staff and faculty can post and respond to posts about upcoming or recent events, announcements, questions and more. Club-related posts on CW Engage should be relevant and adhere to all CW policies. Club-related content should be monitored by club officers and the club moderator.

OFF-CAMPUS EVENTS

Occasionally, clubs may request to travel to a college- or club-sponsored off-campus event. All off-campus events or trips are subject to the approval of the College and must meet the following criteria in order to be considered for approval:

1. Be approved by the College via the process outlined below;
2. The event must be related to the mission of the club;
3. The club moderator must agree to be in attendance for the duration of the event, including setup and cleanup, and be responsible for all club members in attendance; and
4. The event must exclusively serve active, matriculated CW students who are:
 - a. Age 18 or over
 - b. In good academic standing
 - c. Are active club members

Requesting Approval for a Club-Sponsored Off-Campus Event

In order to request an off-campus trip or event, a club must complete the following:

1. Submit a completed and signed Club-Sponsored Off-Campus Event Request Form no later than 30 days prior to the requested event date. The request should include as much detail as possible. The form should be submitted via email to the Dean of Student Life or studentactivities@cw.edu.
2. Once received, the Office of Student Life will evaluate the request and respond to the requesting club within ten (10) business days. The College reserves the right to request additional materials pending approval. If the club is requesting a budget allocation for the event, the request will also be reviewed by the Student Government Association for approval.

Off-Campus Event Guidelines

If a request for a club-sponsored off-campus event or trip is approved by the Office of Student Life, the club must adhere to the following guidelines:

1. Any event-related purchases must be preapproved. If the club is requesting monies for the event, they must have previously submitted a Club Event Budget Allocation Request Form. If the club is planning to utilize fundraised monies in their club budget, they must also submit a request via email to the Office of Student Life to use said funds and detail the purposes. Under no circumstances will event-related expenses be reimbursed without prior purchase authorization.
2. Club members who plan to attend the event may use their own personal vehicles or public transportation. This should be arranged prior to the event. Under no circumstances may CW employees, including club moderators, transport students in their personal vehicles.
3. All club members who plan to attend the event must submit a Liability Release Form at least five (5) days prior to the event. It is the responsibility of the club moderator and offices to collect these forms and submit to the Office of Student Life.
4. For the duration of the event, participants are expected to adhere to all aforementioned guidelines and policies, including those outlined in the CW Student Handbook and Code of Conduct. Violations of said policies could result in disciplinary action.
5. Minors under the age of 18 are not permitted to participated in club-sponsored off-campus events.
6. Matriculated students in good academic standing are eligible to participate in pre-approved, club-sponsored off-campus events. Non-matriculated students are not eligible to participate in club-sponsored off-campus events.
7. In the event of an emergency, the club moderator and officers should contact a CW representative as soon as possible. If necessary, emergency response services should be notified by dialing 911.