TO: Clubs, Organizations, and Sports Club

FROM: Michael S. Cashman, Assistant Director of Campus Activities

DATE: May 6, 2013

RE: Spring Semester Recognition Packets

All Clubs and Organization at SUNY Plattsburgh are required to have a current Semester Recognition packet on file. Completed information must be returned to Student Activities and Volunteerism (Center for Student Involvement as of June 1st) in the Angell College Center. Forms may be submitted between the hours of 9AM to 4:00PM.

The required forms in this packet are:
- SUNY Plattsburgh Student Club/Organization/Sports Club Registration Form
- SUNY Plattsburgh Student Club/Organization Directory Form
- Student Association Club and Organization Risk Management Policy Form

Make sure you have completed the forms in full, including name, contact information and provided signatures. Any missing information will invalidate the form.

As per the Student Association’s COAB Policy any Student Association group that does not have a Recognition Packet on file by September 13, 2013 at 4:00PM with Student Activities and Volunteerism (As of June 1st, 2013 the Center for Student Involvement) will be suspended for the entire Fall 2013 Semester. This means the group will not be allowed to operate e.g. meet, hold events, utilize budget.

Groups that have not completed the packets by Friday, September 3rd by 4:00PM will not be permitted to participate in the Involvement Fair, which will be held on September 5, 2013 11AM-3:00PM.

IMPORTANT NOTICE:
Mandatory Training for Student Association Clubs and Organizations will be on Sunday, September 15th from 1:00PM to 5:00PM. If an officer cannot attend, another club member must attend in his or her place. Another officer may not do this for two positions. Failure to participate will restrict clubs/organizations from receiving funds from Additional Allocations.
SUNY PLATTSBURGH STUDENT CLUB/ORGANIZATION/SPORTS CLUB REGISTRATION FORM
(PLEASE PRINT)

Name of Organization _____________________________ Date __________________

Name of Organization President Phone # Name of Organization Advisor

ADVISOR COMMITMENT

Realizing the responsibilities of a Faculty Advisor, I consent to be advisor for the above named organization from ____________

Semester

to ____________

Signature, Faculty Advisor

STATEMENT OF COMPLIANCE

Student organizations on state-operated campuses must not restrict membership on the basis of race, creed, national origin, sex, age or disability. (Fraternities and Sororities are exempted from the sex discrimination aspects of this law, under Title IX of the Educational Amendments of 1972.)

I understand that the constitution, by-laws, policies, regulations, and practices of our organization may not restrict membership on the basis of race, creed, national origin, sex, age or disability.

Signature, Organization President

Signature, Faculty Advisor

PROHIBITION OF HAZING

Hazing as defined in the booklet: “Hazing: A Trust Betrayed”, available in The Dean of Students Office, Kehoe 6th Floor, in every form is prohibited. This includes hazing which involves the forced consumption of alcohol, drugs or any other substances.

We have read and understand that in accordance with items in Student Club, Organization, and Intercollegiate Athletic Team Conduct Manual, under College regulations, and also in accordance with New York State Law, that hazing is prohibited and has been incorporated into the by-laws of our constitution. We further understand that we are personally required to review this section of our by-laws annually with all members affiliated with our organization.

Signature, Organization President

Signature, Faculty Advisor

STUDENT ASSOCIATION CLUB AND ORGANIZATION RISK MANAGEMENT POLICY

We, the officers of __________________________, have read Student Association Club and Organization Risk Management policy. We are aware of, and fully understand all the policies that apply to our organization, as well as the other organizations on campus. We will continue to educate all members of our organization on the Risk Management policy.

Individuals who wish to report an alleged violation of the Student Association Risk Management policy will notify the Vice President of Clubs and Organizations or University Police. University Police and/or the Dean of Students will review the charges and determine whether or not a violation occurred. The charges will be forwarded to the Committee for Group Review.

We, the undersigned, agree to uphold, educate, and enforce these policies, and understand that the success of the enforcement will be based on the participation of all members of the Student Association Clubs and Organizations.

President: ___________________________ V.P. ___________________________

Secretary: ___________________________ Treasurer _________________________

Advisor: ____________________________

Return to Student Activities and Volunteerism (As of June 1st, 2013 the Center for Student Involvement)
SUNY Plattsburgh Student Club/Organization Directory Form
Fall 20     Spring 20
(Please Print Clearly)

Club/Organization Name: ___________________________________________________

Meeting Date(s): ____________________ Time: ______________ Location: ____________

President’s Name: _________________________________________________________
Address: ________________________________________________________________
Phone: ____________________ Email: ______________________________________

Vice President’s Name: ____________________________________________________
Address: ________________________________________________________________
Phone: ____________________ Email: ______________________________________

Secretary’s Name: _________________________________________________________
Address: ________________________________________________________________
Phone: ____________________ Email: ______________________________________

Treasurer’s Name: _________________________________________________________
Address: ________________________________________________________________
Phone: ____________________ Email: ______________________________________

Advisor’s Name: __________________________________________________________
Address: ________________________________________________________________
Phone: ____________________ Email: ______________________________________

Return to Student Activities and Volunteerism (Center for As of June 1st, 2013 the Center for Student Involvement)
Student Association Club and Organization Risk Management Policy

I. Alcohol and Drugs:

A. The possession, sale, use and/or consumption of ALCOHOLIC BEVERAGES, during an official Student Association Club or Organization event, in any situation sponsored by a Student Association Club or Organization, or in any event an observer would associate with a Student Association Club or Organization, must be in compliance with any and all applicable laws of the federal, state, county, and city, and policies set forth by SUNY Plattsburgh, the Student Association and the club and organization governing body.

B. No Student Association Club or Organization members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under the legal “drinking age”)

C. The possession, sale and/or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES at any Student Association Club or Organization sponsored event or at any event that an observer would associate with a Student Association Club or Organization, is strictly prohibited.

D. No Student Association Club or Organization may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern is defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
   1. Co-sponsor is defined as allowing an alcohol distributor, charitable organization or tavern to utilize the Student Association Club or Organizations name in any advertising and or the Student Association Club or Organization receiving any moneys as a result of such an event.

E. The possession, sale, use, or consumption of ALCOHOLIC BEVERAGES at or during a club function, activity, or event sponsored or endorsed by a Student Association Club or Organization or any event an observer would associate with a club or organization is strictly prohibited.
   1. The only single exception to this rule would be a banquet or dinner or similar events, receiving prior approval from the Organizations Affairs Board and Vice President of Clubs and Organizations of the Student Association, at an establishment where the distribution of alcohol is controlled by the establishment and follows all Federal, State, City, and County guidelines.

F. Never under any circumstances shall Student Association funds sponsor an event using or involving an open bar.

II. SEXUAL ABUSE AND HARRASSMENT:

A. All Student Association Clubs and Organizations will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions that are demeaning to women and/or men including but not limited to date rape, gang rape, or verbal harassment. Information regarding such incidents should be reported to the college. Accused individuals and/or clubs and organizations will be processed through the system outlined in the Student Conduct Manual and/or Student Club and Organization Conduct Manual.

III. DISCRIMINATION:

A. No Student Association Club or Organization shall restrict membership on the basis of race, creed, national origin, sex, age, disability, and sexual orientation as per the Student Association Constitution. Violators will be processed through the system outlined in the above manuals.
IV. HAZING:
   A. No Student Association Club or Organization shall conduct hazing activities. Hazing activities are defined and outlined in the Student Conduct Manual and/or Student Club and Organization Conduct Manual. Violators will be processed through the system outlined in the above manuals.

V. EDUCATION:
   A. Every member of a Student association Club or Organization shall be instructed annually on the Student Association Club and Organization Risk Management Policy. Each Student Association Club and/or Organization is required to inform and educate all new members of all risk management policies. After receiving the information on these policies, each new officer shall be required to sign a statement to insure understanding and acceptance of personal responsibility regarding these policies and the responsibility to educate individual members of the policies.

VI. ENFORCEMENT:
   A. The enforcement for this risk management policy, and all risk management policies applicable to SUNY Plattsburgh club and/or organizations, is the responsibility of all members of the SUNY Plattsburgh Community. More specifically, each club or organization and all members of these organizations will be made aware of all risk management policies that apply and will be required to agree to uphold and enforce these risk management policies with all officers signing a statement of agreement to be established by the SA governing body (these are to be handed in to the Student Association). This must be carried out no later than three weeks into the fall semester. After this, every new officer of a club or organization must sign a similar statement to be handed in to the Student Association.

   Individuals who wish to report an alleged violation of the Student Association Risk Management Policy will notify the Vice President of Organizations or University Police. If reported to the Vice President of Organizations, the Vice President of Organizations is then mandated to make a report to University Police. University Police and/or the Dean of Students will review the charges and determine whether or not a violation occurred. The charges will be forwarded to the Committee for Group Review.

   B. The Student Association Risk Management Policy will be reviewed every two years at the beginning of Spring Semester within the first three weeks of the start of legislation.

   C. The Risk Management Policy will be applicable to all Student Association Recognized and sponsored clubs and organizations, including but not limited to all sports clubs.

VII. This bill will become effective as soon as it is passed by Student Association Senate and subsequently signed by Student Association President.

________________________________________________________________________
Signature of President/Date
________________________________________________________________________
Signature of VP/Date
________________________________________________________________________
Signature of Secretary /Date
________________________________________________________________________
Signature of Treasurer/ Date
________________________________________________________________________
Signature of Advisor/ Date

Return to Student Activities and Volunteerism (As of June 1st, 2013 the Center for Student Involvement)