Club and Organization Manual

Spring 2018 Edition
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Club Training

The process for Club Training occurs once each semester. This is in order to ensure that all club leaders are up to date and informed on all policies and other information required to successfully run a club. The Vice President of the Student Senate shall hold one club training session per semester. For the fall semester, this will be an in-person session held on a Saturday within the first month of the semester, and will include briefings on all matters pertinent to the execution of the duties of club leaders. For the spring semester, the Vice President may choose either to hold another in-person session or to send out the information in electronic format. However, if the spring session is not in person, the Vice President must make themselves available in person to any club that has new leadership and wishes to have an extra, in-person session.

Creating a New Club – CCMC (Committee for the Chartering and Management of Club)

The purpose of the CCMC is to issue approval to a petitioning club or organization. This approval is based upon its proposed constitution stating its purpose and by-laws. Based upon the approval of constitutionality and financial viability (determined by consultation with the Senate Comptroller) it is sent to the Student Senate for final approval.

Requirements for Developing a Club/Organization Constitution
Before starting the process for creating a new club, interested students should first make sure that there is not already a club with a similar purpose or mission already in place on campus. Once it has been established that there are no similar clubs, contact the Senate Vice President, who serves as chairperson of the CCMC, in order to start the club creation petitioning process:

1. Elect a slate of officers consistent with the proposed constitution. CCMC requires a president and treasurer, but traditionally clubs also include a vice president and secretary. The club may wish to have other elected officers, but they are not required.
2. The names and contact information for all officers, as well as names and contact information for at least ten students who would be interested in joining the club as members.
3. The name and contact information for a faculty or staff advisor.
4. Submit a fiscal year budget proposal with likely expenses the club could expect to incur.
5. Submit a constitution based on the template below:
I. NAME

II. PURPOSE
THE PURPOSE OF THIS CLUB/ORGANIZATION IS: (Examples Listed)
1. To stimulate interest in the functioning of . . .
2. To improve the spiritual development of the individual.,
3. To develop a sense of professionalism in the field of . . .
4. To cultivate interest in the . . .

III. MEMBERSHIP (Examples Listed)
All members of the Siena College student community interested in (whatever the purpose of the club/organization is) may be eligible.
Members must maintain a good academic standing.
Members must attend ¾ of all meetings in each academic semester (or other specific responsibilities.) Resignations must be submitted in writing giving 30 days’ notice.
A member may be suspended for failure to meet obligations, or for not following the Student Handbook.

IV. OFFICERS (Examples Listed)

1) THE OFFICERS SHALL BE PRESIDENT AND TREASURER

   A) The PRESIDENT shall preside at all official meetings, decide policy subject to approval by majority of club/organization membership, call meetings with designated time and place, shall attend club training each semester.

   B) The TREASURER shall be responsible for all financial matters associated with the club, including but not limited to the transaction of club funds and the collection of fees and dues within the club. When fundraisers are being planned by the club, it shall be the responsibility of the treasurer to fill out the fundraiser request form(s) and submit this form(s) to the Student Senate Treasurer to review and approve in advance. The treasurer shall attend club training each semester. The treasurer shall prepare the budget for the fiscal year and present it to the Budget Allocation Committee at the end of the academic year.

   C) OFFICERS shall hold office for one year and are not subject to re-election for the same office.
2) Elections: The nominations committee shall present a list of candidates to the club/organization membership for consideration. Election will be conducted by secret ballot. Elections will be held (choose spring/fall semester for the upcoming term).

3) Resignations must be submitted in writing giving 30 days’ notice.

4) Impeachment: 2/3 of the membership must sign a petition for impeachment. In the event of impeachment… (Add line of succession - examples listed below) If the president is impeached, then the Vice President shall take his/her position If the president is impeached, then a new election shall be held to fulfill his/her position.

V. MEETINGS (Examples Listed)

_________ meets regularly during the academic year at a time and place designated by the President. Special meetings may be called by any member of the clubs Executive Board. There shall be no fewer than two meetings per month during the semester, scheduled by the President.

VI. ORGANIZATION PROCEDURES (Examples Listed)

General Procedures: The general operating rules and procedures established by Student Senate and/or the Budget Allocation Committee for all clubs/organizations shall apply. The _________ will publish a report summarizing its own work and activity annually. Specific Procedures/ Policies: committees established and purposes, financial operations, etc.

VII. FEES AND DUES (Examples Listed)

To be a member in good standing, dues in the amount of _____ must be paid by _____ each year.

(Note: Dues are not required for clubs, the example here is only a suggestion on how to phrase situations in which dues are necessary)

VIII. ADVISOR (Examples Listed)

(Insert Club Name Here) shall be represented by (choose one) an advisor, whose responsibility it is to ensure the continuation of the purpose and policies of this club/organization and to act as consultant in policy matters.

XI. BY-LAWS (By-laws should include all the rules that are of such importance that they cannot be changed in any way without previous notice, except those placed in the constitution and the rules of order.)
The By-Laws will be amended by (simple majority, 2/3 majority, etc.)

X. AMENDMENT PROCEDURE FOR THIS CONSTITUTION (Example Listed)

Amendment shall be submitted in writing and signed by three members of the club/organization. 2/3 of the club/organization membership must approve.

XI. DISSOLUTION (Examples Listed)

Two-thirds of the club/organization membership must sign the petition for dissolution and submit this petition to the Student Senate.

If this organization is inactive for _________ a new constitution must be drawn up and the normal approval procedure for any club/organization must be followed.

XII. RATIFICATION

Constitutions are effective when ratified by the Student Senate. Amendments are effective with the ratification of the Student Senate.

XIII. EFFECTIVE DATE

This Constitution is approved by members on _____________.
Student Senate Ratification on ______________________.

XIV. RENEWAL DATE

This Constitution was reevaluated by members on _____________.
Student Senate Re-approval on ______________. CCMC Re-approval on ______________________.
Club Approval Process
All proposed new clubs must submit the above requirements to the Vice President of the Student Senate. CCMC will review the proposal to determine if the proposed club is in accordance with all Senate by-laws, campus policies, and if the club can be fiscally supported. If the CCMC determines that any of these conditions cannot be met, the constitution will be denied. If the CCMC approves the proposal, it is then forwarded to the Director of SALD for administrative approval.

Once the Director of SALD approves the request, the Student Senate will review the proposed club constitution and vote to approve, deny or suggest the club/organization make changes. Should the Student Senate vote to suggest the club/organization resubmit the proposed constitution, the club/organization may do so with the changes that the Student Senate suggested, or resubmit the proposed constitution without the changes. Decisions will be determined by a majority rule. For those constitutions that may be deemed controversial, the Student Senate will consult with the administration and legal representation of the institution to determine the eligibility of the club.

Appeals Process
Decisions of the Senate may be appealed to the Vice President of Student Affairs. Appeals must submitted to the Office of Student Affairs in writing no later than five working days from the date the original decision is made by the CCMC and/or the Student Senate. The Vice President of Student Affairs will consult with the administration and legal representation of the institution to review the appeal. All appeals decisions are final.

Requirements for Maintaining a Club/Organization
It is the responsibility of officers to keep the club’s SAINTS Connect roster updated and re-register the club by following the directions on the club’s webpage. Re-registration will occur each semester in order to maintain accurate records.

A club’s constitution and by-laws serve as the rules of operation for that club. CCMC requires that each constitution be reviewed and renewed by CCMC at a minimum of every three years.

Any club that has been inactive for one or more academic years must submit a new constitution to CCMC for review and re-approval.

Hazing Policy
All clubs and organizations must adhere to all laws, provisions, and regulations as they related to the topic of hazing. New York statutory law includes two provisions making hazing an illegal act and one provision requiring the adoption of university regulations proscribing hazing.

Please see the Siena Life Handbook for more information regarding the hazing policy on campus: https://community.siena.edu/assets/images/general/2015-2016%20Siena%20Life%20full.pdf
**Club/Organization Advisor**

Every recognized group on campus must have an advisor that is a member of the college faculty or staff that assists the organization with the planning of the events, chaperoning off campus and high risk events, guiding club members in achieving the club goals and mission (excludes Club Sports which may have a coach). There are some organizations at Siena College where the advisor has been hired specifically to advise the group. It is acceptable for an organization to have more than one advisor. Traditionally, the advisor is related to the organization’s purpose either academically or by personal interest. The club and the advisor should discuss and clarify the specific role of the advisor.

For overnight or high risk off-campus events and trips, proof of an advisor chaperone (or pre-approved faculty/administrative substitute) must be provided to the SALD office during the event planning process to secure funding and process all purchase orders and/or check requests.

**Advisor Agreement**

Club Advisors are required to complete an annual advisor agreement to acknowledge their responsibilities. Upon signing this form, the advisor agrees to hold his/her position for the entire academic year. This agreement also states that the advisor has completed Campus Security Authority training. All advisors and trip chaperones are designated as Campus Security Authorities under the Cleary Act and must complete Campus Security Authority training annually. The link to this training is found in the Advisor Agreement.

**Club Sport Addendum**

In addition to the aforementioned club requirements, club sports must also agree to the following:

**Release and Indemnification Agreement (Waivers)**

Each participant must sign a Release and Indemnification Agreement via SAINTS Connect by specified deadlines before he/she is permitted to practice or compete.

**Health and Safety**

Club sports, in which individuals voluntarily elect to participate, may involve risks of injury and even the possibility of death. Each participant also has a responsibility to use prudent and ordinary care in his/her actions. For individual safety and that of fellow participants, any situation perceived as a potential danger must be called to the attention of the club officer or coach. This would include, but should not be limited to:

- Unsafe facilities
- Broken equipment
- A participant who is not feeling well or is unduly fatigued
- A participant having unusual difficulty in performing an activity
Each participant is obligated to follow the rules and regulations set forth in this handbook for individual safety. This includes wearing proper dress and protective equipment. If individuals choose not to use such protective equipment, they must realize that they are doing so at their own peril and that injury may occur. All participants must use good judgment and work together for safe participation. All students should discuss with the Student Health Service medical staff any known physical problems, which may limit their participation.

Should an injury be incurred during participation in a team practice or game, the club officers and coach will make arrangements for transportation to the Student Health Services or local hospital, whichever is appropriate. On campus, serious emergency medical treatment may be secured by calling 911. For teams practicing off-campus, the coach, president, or moderator must be responsible for securing emergency care. All students are required by the college to carry some form of health care insurance. In case of injury, an injury report must be submitted to the Office of Public Safety within 24 hours, providing the injury required medical treatment, by clicking here: https://community.siena.edu/student-life/departments/student-activities-leadership-development/club-resources/club-accident-report

**Code of Conduct**
As representatives of the college, the participants’ behavior reflects on the school’s reputation. Club members are expected to display good sportsmanship and maintain a sense of fair play. Officials and opponents must be treated with respect and courtesy. Club members must conduct themselves in socially acceptable ways both on campus and off. Club sport officers and coaches will be held accountable for ensuring their members abide by the Student Life Handbook.

**Alcohol**
Regardless of age, there is to be no consumption of alcohol at the game site and no alcohol present before the game or consumed in transit to or from the competition site. This rule applies to on-campus and off-campus events.

**Event Planning**
All club leaders and any club members planning any events must complete the Siena College Risk Training. Any person submitting an event request through SAINTS Connect must have completed this training module before the event can be approved. The link to the training module can be found on the SAINTS connect event form.

The Risk Factor Analysis Tool is a helpful guide to identifying what risks may be associated with an event and various risk reduction/mitigation strategies, and helps assess what level of risk the event holds. Access the link by clicking here: https://community.siena.edu/assets/file_manager/insecure_file/Risk%20Factor%20Analysis%20Tool%20rev%208_2016(1).pdf
Events with minors requires careful review of plans to minimize risk. Please see the Siena College Guidelines for Working with Minors:
https://community.siena.edu/office-of-the-president/college-counsel/guidelines-on-interacting-with-minors-on-campus/

Resource Professionals:
- Jeanne Obermayer, Student Life Compliance Officer, 320 SSU, obermayer@siena.edu
- Tim Norray, College Safety Officer, 1st Floor Hines Hall, Public Safety Office, tnorray@siena.edu
- Michael Papadopoulos, AVPSL/Director of Public Safety, 1st Floor Hines Hall, Public Safety Office, mpapadopoulos@siena.edu
- Lori Ehrensbeck, College Risk Officer, TBC, lehrensbeck@siena.edu

Guidelines for Performance or Presentation
As a liberal arts college, Siena seeks to foster the rigorous intellectual development of its students through a lively exchange of ideas both inside and outside the classroom. As a Catholic college, Siena has the responsibility to promote disciplined reflection on the Catholic intellectual tradition and constructive engagement of that tradition with diverse ideas and perspectives. As a Franciscan college, Siena strives to embody the vision of St. Francis of Assisi by sustaining a community wherein each member is treated as a brother or sister, and mutual relations are characterized by courtesy, humility, kindness, and respect.

Siena College’s mission as a Catholic, Franciscan, liberal arts college requires that it entertain a full range of ideas on campus. Members of the Siena College community have nothing to fear from engaging the wider culture in an open and unconstrained search for truth. Siena College should not and does not seek to insulate its faith tradition from reasonable critique nor from views contrary to Catholic teaching. Neither should Siena College feel constrained from celebrating and promoting its core values. It is equally Siena’s responsibility to engage and debate views in conflict with its core values, so long as the partners in that debate are respectful of the persons whose views may differ markedly from their own. Consistent with the College’s Franciscan heritage, passionate disagreement over ideas should never degenerate into ad hominem appeals or attacks on the fundamental human dignity of one’s intellectual adversaries. The challenge for Siena College is to remain faithful to all aspects of its mission, especially in those situations where the various elements of that mission appear to be in conflict with each other.

Presentations or performances that have academic or artistic merit, including those that may be deliberately provocative, are acceptable. Presentations or performances that are gratuitously offensive or overtly and insistently contemptuous of the values and sensibilities of the Siena College community are not.
Unless specifically reviewed and approved in writing by the designated College official prior to the performance, artistic performances

- will not include profanity;
- should not contain sexually explicit content;
- should not contain derogatory statements about gender, race, religion, age, ethnicity, disability, veteran status, marital status, or sexual orientation; and
- should not include contemptuous, disrespectful comments about the basis for Siena’s core values (the teachings of St. Francis, Catholic Church, its institutions, and/or parishioners.)

**Contracts**

If the program you plan involves any contracts you must bring the contract to the SALD for review and signature. **STUDENTS AND ADVISORS MAY NOT SIGN CONTRACTS.** Only authorized college officials may execute a contract, and need at least ten business days from receipt to review.

All performers must complete the Performance Agreement form then it has to be presented to SALD for review by the College Contracts Administrator.

**Scheduling**

All campus organizations are permitted to schedule events and programs utilizing on-campus facilities. When planning a program, keep in mind all of the facilities and technical requirements you might need and reserve them early. When scheduling an on-campus location you will need to request space via the on-line room reservation process at [https://schedule.siena.edu/VirtualEms/](https://schedule.siena.edu/VirtualEms/) or meet with the Scheduling Coordinator in the TrustCo Building. For events in the Lonnstrom Dining Hall please see AVI Dining Services first and confirm that you may use the dining room. For events you wish to have in the MAC or ARC contact the Facilities Manager in Athletics before meeting with the Scheduling Coordinator or completing the online request. For use of the Presidents Dining Room, Presidents Conference Room, and 33 Fidlers Lane, the Permission of the Office of the College President must be granted.

It is important to know what set up arrangements you will need – this information must be included in the reservation request in EMS. For any program that requires a specific sound, lighting, or electrical set up, event organizers must contact Facilities Management to confirm that the department is capable of supplying necessary equipment. If the event involves performer contracts with specific equipment requests, it is the responsibility of the organizing club/organization to contact Facilities Management to confirm that the needed equipment is available, or an acceptable substitute can be supplied, before submitting a contract for approval.

Please see the Facilities Use Guidelines for more information on these policies: [https://community.siena.edu/assets/file_manager/insecure_file/Siena_College_Facility_Guidelines.pdf](https://community.siena.edu/assets/file_manager/insecure_file/Siena_College_Facility_Guidelines.pdf)
**Van Usage**
The College maintains a small fleet of passenger vehicles for student use and it is expected that club teams will use these vehicles, as their preferred mode of travel. Use of these vehicles is administered by Transportation Services on a first come, first served basis for all campus departments and organizations. To coordinate a request for vehicles, please contact transportation@siena.edu as far in advance as possible, as availability is limited.

Only those students who are Juniors or Seniors may operate college vehicles. The College reserves the right to review driver’s licenses and driving records of all drivers who operate a college-owned vehicle. Students who have any infractions on their driving record will not be allowed to drive. Please review the College Vehicle and Driver Policy for more information on the use of Transportation Services vehicles: https://community.siena.edu/finance-and-administration/business-affairs/transportation-services/policy/

**Food Service Requests**
Please reach out to the Director of Catering in Lonnstrom Dining Hall to place an on-campus order. If using an off-campus vendor, please complete a waiver form signed by the Director of Catering.

**Release and Indemnification Agreement (Waivers)**
All participants are required to sign a release of Field Trip Release and Indemnification Agreement form that has been approved for your event. These forms can be obtained from the Student Life Compliance Officer. Forms must be completed and submitted to SALD prior to departure from campus. Anyone under 18 years of age must complete a paper form and have a parent/guardian sign.

**Off-Campus Travel: Domestic Travel**
- **Local / One day, no overnight:** SAINTS Connect Event Forms are required for local travel (any day trip) and must be submitted at least two weeks in advance of the event. The form will request details regarding transportation, destination, etc. In addition to general travel information, you will also be asked to provide a list of all names and student ID numbers of those individuals attending the event. Club Travel Forms are to be submitted at least 2 business days prior to the scheduled travel.

- **Overnight / Multi-day:** In addition to the above planning requirements, multi-day, overnight trips require a minimum of three months planning in order to reserve any necessary airfare and hotel rooms. If the club is traveling overnight or to an off-campus event that has been deemed higher risk by Student Activities and the Student Life Compliance Officer, a club Advisor or another full-time professional member of the Siena College Community (i.e., faculty or administrator or staff) is required to accompany your club. The staff member accompanying your travel must be identified on the Club Travel Form and will be contacted to confirm their attendance.
• **Service Trips:** Whether one day, or overnight/multi-day, if the purpose of travel is to engage in service, all trips must be arranged in collaboration with both the Director of Student Activities & Leadership Development and the Director of the Franciscan Center for Service and Advocacy. All domestic travel must strictly adhere to the Policies and Guidelines for short-term travel as established by the Franciscan Center for Service and Advocacy.

**Off-Campus Travel: International Travel**

If the club is requesting to travel internationally, a minimum of nine months is required in order to complete the approval process. To begin planning, set up a meeting with the Director of Student Activities & Leadership Development. Final approval is at the discretion of the Director of Student Activities & Leadership Development, the Director of the Center for International Programs, and the Student Life Compliance Officer. All international travel must strictly adhere to the Policies and Guidelines for short-term travel as established by the Center for International Programs.

**Personal Monetary Liability**

If the club fails to gain proper approval for travel but has already made commitments for procurement of items or services, the individual(s) will be personally liable for all monetary commitments.

**Financial Information**

The Budget Allocation Committee (BAC) is an executive committee of the Student Senate. The BAC along with the Director of SALD are responsible for the allocation and supervision of the Student Activities Fund. This fund is provided for by the Student Activities Fee charged to Siena College students. All decisions are subject to the approval of the Director of SALD and/or the College President or the Vice President of Student Affairs. The primary contact for the BAC is the Student Senate Treasurer.

**Eligibility for Funding**

In order to be eligible to receive an official fiscal year budget from the BAC, all clubs and organizations must be chartered by the Student Senate and not be on probation.

Political organizations may receive a budget to be used for issue awareness events and non-partisan voter registration, however, this money cannot be used to endorse any political figure’s campaign, advancement, or platform.

**Allocation Procedures**

The BAC will hold the formal budget hearings for the next academic year in April. It is important that you check your email on a regular basis so that you do not miss this hearing. In the event that a group submits its budget request late, the BAC is not bound or required to review that request.
These monies cannot be used for the following purposes:

- To purchase or contract for alcoholic beverages
- To establish shuttle services to bars or other like establishments
- Donations of more than $200.00 to charitable groups (money in excess of this threshold may be donated however when the funds were raised through additional fundraising)

Times do arise when the tentative budgets approved in the spring semester total more than the funds received from collection of the Student Activities Fund. When this happens a percentage is equally removed from all club/organization budgets.

**General Petition for Additional Allocations**

The additional funds are separate and distinct from the formal budget. Any club or organization at any time throughout the academic year may make a request to the BAC, provided that they are chartered by the Student Senate and not on probation.

All General Funds Allocations will be allocated according to the following process:

1. The club/organization president or treasurer must satisfactorily demonstrate that the club/organization is in sufficient need of additional funds. A formal request for additional funds (a completed request for additional funds accompanied by complete itemized list) must be submitted to the Senate Treasurer by a time to be decided and announced by the Senate Treasurer. Please note that late requests cannot be accepted!

2. The club/organization president or treasurer will be asked to attend the BAC meeting and present their request. This representative should also be prepared to answer questions pertaining their request.

3. The BAC, following the closure of the meeting, will vote on the allocation request. The decision(s) of the BAC will be presented to the Student Senate for final approval during the Senate meeting directly following the BAC meeting. The Senate Treasurer will inform the club/organization, in writing, of the decision after this vote has taken place.

**Administration of Expenditures**

Organizations must use the Siena College Requisition and Purchase Order system found on SAINTS Connect. Only the President and Treasurer are allowed to submit financial requests. All transactions are subject to the approval of the Director of SALD.

Clubs/organizations are not permitted to overdraw on their accounts. In addition, clubs may not secure any items and/or services that their budget cannot cover at the time of purchase. If a club commits to services that they cannot pay for with money in their current budget, the Budget Allocation Committee will not accept requests to cover these debts. Organizations found to be in debt at the end of the fiscal year will use their new budget (the allocation provided for the following academic year) to absorb that debt.
Petty cash reimbursements will not be made in excess of fifty dollars ($50.00). Requests must be submitted in accordance with the college’s reimbursement policy. All original, itemized receipts must be submitted in order to receive a reimbursement. Check request reimbursements over one hundred twenty-five dollars ($125.00) must be pre-approved by the SALD office.

**Funding Approvals/Process**

Only the club/organization presidents and treasurers are permitted to release money from the organization account. An advisor can under special circumstances.

For any monetary requests, SALD needs at least (2) two weeks of lead time to process purchase orders and checks. All check requests are due to SALD via SAINTS Connect by Friday at 4:00pm. Checks will be ready for pick up from the SALD office on the following Friday. Forms for purchase orders or checks must be completely filled out before processing can take place.

**Fundraising Guidelines**

**Definition**

For purposes of this policy, fundraising is defined as the solicitation and/or collection of money through donations, sales, and/or event programming for the purposes of charitable donation or organizational budget enhancement.

**Guidelines**

1. All fundraising requests must be submitted on SAINTS Connect via an Event Form. Fundraising activities must be approved by the Student Senate Treasurer and the Director of Student Activities and Leadership Development (or other appointed designee) prior to the start of advertising. Unauthorized fundraising may result in a hold placed on the club’s budget and/or restriction of further fundraising efforts.

2. All fundraising efforts that take the form of sales of a product must have space reserved in advance via the Campus Scheduler.

3. A club or organization wishing to hold a sale in a residence hall must receive approval from the Director of Community Living prior to going to the Student Senate Treasurer for approval. Sales taking place in other college buildings must reserve space through the Campus Scheduler.

4. The fundraising activity should offer a benefit to the campus community that is consistent with our educational mission and other applicable policies based on the Siena College Student Life Handbook.

5. All monies raised must be deposited into the club’s account in the Office of Student Activities & Leadership Development within two business days after the event.
6. Student clubs and organizations that create merchandise or apparel for purchase must use a Siena College approved official logo. A comprehensive document of approved logos can be found on SAINTS Connect. Your design must be pre-approved by the Director of Student Activities & Leadership Development before any order can be processed.

7. Individuals and organizations may not sell or promote products or services on Siena College property except those with whom Siena College has entered into a written contract.

**Fundraising Examples**
Siena College provides the following as general examples of items that may be used to raise funds. Please note that the College reserves the right to review and approve all items.

1. Items that have been produced by the organization (i.e. food, hand-crafted items)
2. Cash or check donations from individuals with no purpose as to the intention of the gift
3. Donations or sales of items of value (i.e. clothing, supplies)
4. Items for sale that are directly related to the organization’s mission or goals
5. Items that promote school spirit and do not conflict with College trademark policies
6. Pre-packaged items (i.e. candy)

**Prohibitions**
Siena College reserves the right to restrict fundraising activities based on times, locations, and manners. The following activities are prohibited:

1. Solicitation by credit card or telephone companies
2. Door-to-door fundraising on Siena College owned property
3. Fundraising for any candidate for political office
4. Sale or distribution of items that violate College trademark rights or contracts
5. Crowdsourcing platforms (i.e. GoFundMe, Kickstarter, Patreon, etc.)

**Sanctions**
Sanctions for violation of this policy include, but are not limited to, forfeiture of funds raised, loss of the right to use College property or facilities for future activities, loss of Student Activities funding, loss of Student Activities club status recognition, and other disciplinary sanctions appropriate to the circumstances.

**Reservation of Rights**
Siena College reserves the right to amend this policy at any time.
Sponsorship Guidelines

Definition
College policy governs all fundraising activities for cash, goods, or services by student groups targeting off-campus entities including local businesses, corporations, foundations, or individuals. Off-campus fundraising by student organizations is restricted unless prior approval has been received from the Office of Development in conjunction with the Office of Student Activities & Leadership Development.

Guidelines
1. Before seeking any off-campus funding, clubs and organizations must first exhaust on-campus resources from the Budget Allocation Committee.

2. Before a student group approaches an off-campus business, they must first meet and provide a list of businesses they plan to solicit, as well as a copy of the solicitation letter, to the Office of Student Activities & Leadership Development. Both the list of businesses and the letter must be approved by the Office of Development. Siena College reserves the right to approve the identity of any proposed sponsor and the content of the sponsorship materials associated with an activity. A signed contractual agreement with the sponsor may be necessary.

3. All monies raised must be brought to the Office of Student Activities & Leadership Development within two business days after collection. Following this, monies will be given to the Office of Development and a tax letter will be sent to the sponsor.

4. Once donations have been received, the student organization must provide the Office of Student Activities & Leadership Development with the following information for each business:
   a. Business name and address
   b. Contact person
   c. Monetary amount of donation

5. All sponsorship requests must be less than $1,000.00 per business and approved by the Office of Development.

6. Commercial or corporate sponsorship of programs or events is permissible provided that no products and/or services are sold at the event. Sponsors are unable to attend events which are offered solely to students and employees of the College.

7. Student clubs and organizations that create merchandise or apparel for purchase must use a Siena College approved official logo. A comprehensive document of approved logos can be found on SAINTS Connect. Your design must be pre-approved by the Director of Student Activities & Leadership Development before any order can be processed.

Sponsorship Examples
Siena College provides the following as general examples of sponsorships. Please note that the College reserves the right to review and approve all potential sponsors.

1. Cash or check donations from individuals with purpose as to the intention of the gift
2. Promoting a sponsor’s name, logo, or other marketing materials during a club-sanctioned event

**Prohibitions**
1. Crowdsourcing activities do not meet College policy and are not permitted. This includes, but is not limited to, GoFundMe, Kickstarter, and Patreon.

2. Sponsorships involving controlled substances, tobacco brands, weapons manufacturers, and adult entertainment companies are not permitted.

3. Sponsorship by alcohol companies is subject to the following limitations:
   a. Alcohol sponsorships may not be directed toward College students who are under 21 years of age
   b. College logos may not appear on alcohol products and/or packaging
   c. Alcohol sponsorships may be subject to additional review by the Office of Student Activities & Leadership Development and the Office of Development.

4. Sponsorship by organizations associated with gaming or gambling is subject to additional review by the Office of Student Activities and Leadership Development and the Office of Development.

**Additional Restrictions and Requirements**
1. A sponsorship arrangement with the College does not imply affiliation or endorsement.

2. Siena College acknowledges that a policy of this nature may not anticipate every possible issue that may arise with respect to sponsorship activities. As a result, the College reserves the right to impose reasonable restrictions and/or requirements with respect to the time, place, and manner of sponsorship activities. These restrictions may be in addition to, or in lieu of, those set forth in the policy.

**Sanctions**
Sanctions for violation of this policy include, but are not limited to, loss of the right to use College property or facilities for activities, loss of Student Activities funding, loss of Student Activities club status recognition, and other disciplinary actions appropriate to the circumstances.

**Reservation of Rights**
Siena College reserves the right to amend this policy at any time.
**Posting Policy**

Clubs may not post or distribute materials on campus without the express permission of the Office of Student Activities and Leadership Development. Except as expressly permitted in this section, no printed material may be on, attached to, or written on any structure or natural feature of the College facility, such as the sides, doors, windows of buildings, the surface of light posts, monuments, sculptures, waste receptacles, trees, rocks, benches, free-standing signs or statues. No printed materials may be placed on vehicles except by members of the Siena public safety staff for official notices.

Sites available to members of the campus community only include all departmental bulletin boards located in office and classroom areas. Posting is only allowed on bulletin boards, not on walls or other areas. Permission of the appropriate department or administrative unit is required. Chalking is prohibited.

Prior permission/approval of the Director of Community Living is required for posting in residence halls and townhouses. Materials to be approved are to be left with the Office of Community Living a minimum of three business days prior to the requested posting date. If approved, Community Living will coordinate the distribution.

**Print Services**
The Siena College Print Shop will print any minutes or posters your club requests. Allow two weeks for this to be completed. Costs for printing will be charged to your organization’s budget.

**Non-College Organizations**

1. Non-college organizations may not post or distribute materials on campus without the express permission of the Office of Student Activities and Leadership Development.

2. Upon approval, all materials will be stamped as such and will include the date materials must be removed. Posting is not allowed on painted surfaces, wood or glass.

3. Non-college organizations will be limited to a maximum of 10 flyers posted on campus per event.

4. Only those requests that complement the mission of the College will be approved.

5. Sites available for posting to the general public include Sarazen Student Union, Marcelle Athletic Complex and Lonnstrom Dining Hall.

6. Non-college organizations are prohibited from posting in campus academic buildings. Postings approved by SALD Activities may be submitted to the Director of Community Living for permission to distribute in the residence halls and townhouses. If approved, Community Living will coordinate the distribution of the materials.
Disclaimer:
This document is created and maintained by the Siena College Student Senate Vice President. Any and all policies included herein that are not specifically policies of the College, any of its constituent departments, or any Federal, State or Local laws, ordinances, statutes or guidelines, shall be subject to the rulings and further determinations of the Committee for the Chartering and Management of Clubs, The Office of Student Activities and Leadership Development, and the Vice President for Student Life.

Please note:
This manual is a resource and reference guide to most College operations, policies, guidelines, terms, conditions and regulations policies and procedures relevant to the Student Leadership role at Siena College. The manual supplements the College’s student handbook (Siena Life) and College catalog as a source of additional information about Siena College. It is not intended to serve as a complete source of College requirements and policies, and it does not contain a complete listing of all programs and services. Students enrolled at Siena agree to comply with the College’s rules and regulations. While every effort is made to provide accurate and current information, the College reserves the right to change, without notice, statements in Siena Life and/or this manual concerning rules, policies, fees, curricula, courses, calendar and other matters. The College’s rules, policies and other matters stated in this edition of the Club Manual supersede all prior rules, policies, procedures, terms, conditions, guidelines and services. Documents generated by student organizations should be in accordance with College policies and regulations. In the event that a conflict exists between College policies and regulations and a student-generated document, the College policies, rules, guidelines, regulations, terms and conditions shall govern.