

**Student Leader
Policies and Procedures
Guide
2016-2017
Ramapo College**

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5K run/walk

A run or walk may be held only on Sundays. Runs are currently limited to the Fall semester only, with typically room for only one run; walks can occur in both the Fall and Spring semesters. Runs require EMS to be present. Neither a walk nor run can conflict with any major events on campus. Dates need to be approved by CSI. The course must be approved by Public Safety. A Events meeting is mandatory for a 5k run/walk.

Advertising

- Chalking- Clubs are allowed to chalk for advertising purposes. Please send a request by email at least 5 business days in advance to the Associate Director of CSI; chalking is available on a first-come, first-serve basis. Chalking can only take place near residence halls and in the Grove area. Chalking must only be on the ground/paved surfaces; no brick. The club or organization is responsible for washing the chalk away after the event has taken place, if the weather has not removed it within 48 hours of the event.
 - Spray chalk is prohibited from use on campus.
 - Chalking without approval or failure to remove chalk in a timely manner may result in freezing of funds or inability to reserve rooms.
- Dorm storming- Under no circumstance can a club or organization “dorm storm” as a form of advertising. Any club or organization found dorm storming will lose room reservation privileges.
- Orgsync calendar/events- Clubs and organizations are eligible to submit event requests to be added to the CSI calendar.
- Social media- Please keep in mind that there are rules and regulations as it pertains to social media usage by clubs and organizations.
 - ✓ To be recognized as an official College-affiliated social media account, the user must submit a request through the Office of Marketing and Web Administration. Apply on the Ramapo website to have your Ramapo-affiliated social media accounts officially recognized by the College.
 - ✓ If you already manage an account, please use the following guidelines as a resource for your social media accounts. These guidelines have been created for those who maintain social media accounts beyond the official college accounts.
 - ✓ Need help? Contact: socialmedia@ramapo.edu

- Window painting- Clubs are allowed to paint the windows in the Student Center and fishbowl areas. Please send a request at least 5 business days in advance by email to the Associate Director of CSI, window painting is available on a first-come, first-serve basis. The club or organization is responsible for purchasing their own paint. The club or organization who paints the window is responsible for cleaning the windows within 24 hours after the event. Window painting without approval or failure to remove paint in a timely manner may result in freezing of funds or inability to reserve rooms.

Advisors

All clubs and organizations must have a *full time staff or faculty advisor*. Any club or org who needs help finding a new advisor must notify CSI immediately for assistance.

After Dark

The After Dark Grant Program, sponsored through the Alcohol/other Drug Prevention Program, was created to increase the number of alcohol/other drug free social programs offered to students. Student groups can apply for up to but not more than \$1000.00 for a single event.

You can co-sponsor with as many organizations as you like but the event will not be awarded more than \$3,000. An organization will not be awarded more than \$2000.00 in grants in a single academic year.

If interested in submitting a proposal, please fill out our orgsync form which can be found here <https://orgsync.com/forms/show/22168>. The Spring 2017 dates are available from the Center for Health and Counseling Services. If you have any questions or would like to set up a meeting please contact Eddie Seavers at eseavers@ramapo.edu

Blood Drives, HIV Testing and Bone Marrow Drives

These must be done in partnership with Health Services. Any student group or organization can sponsor one of these events. The responsibility is basically to advertise the event via a table in the student center, notice in Daily Digest or via whatever approved means they want to use.

Budgets/Money

- *Allocations*- All clubs and organizations are eligible to request extra funding to be allocated to their club for a specific event or conference. If you are seeking Allocations, you must attend an Allocations meeting. Allocated funds are only available for on campus events, open to all students.

- The meetings are on Wednesdays, and applications are heard on a first-come, first-serve basis.
 - All applications must be submitted no later than 11:59pm on Tuesday to present at the Wednesday Allocations meeting.
 - Your club or organization must attend an Allocations hearing at least 2 weeks prior to your event, or 3 weeks prior to your conference. The actual meeting must be 2 (or 3) weeks prior to your event/conference, so the submission may need to be even earlier.
 - You cannot advertise – including the Ramapo calendar, Orgsync, Facebook, or flyers - if you do not have approval for your event through Allocations.
- *P card usage*- Clubs and organizations are allowed to use the purchasing card to make purchases for their club or organization and/or an event held by their club or organization. When using the P card the student leader must request that tax is taken off from the order (Ramapo is a tax-exempt, state college. Bring the tax-exempt form located in CSI when purchasing). The student must save and then submit all receipts to SARM. The student will become responsible for payment if the receipt is not produced. Please note:
 - The P-card is not accepted at: Gas Stations, Nail Salons, Day Spas, Liquor Stores, and Automotive Repair Shops. It is possible there are other locations where the card may not work.
 - P-cards are awarded on a first-come, first-serve basis and must be requested through OrgSync.
 - SARM reserves the right to cancel your reservation at the discretion of the Financial and Technological Advisor for Clubs and Organizations, the Associate Director, or Director of CSI.
 - *W9s*- When working with new vendors/artists, please have them complete a W9 to be placed on file with SARM.

Catering

Catering is available through Ramapo College. Currently orders should be placed in person or via email (catering@ramapo.edu).

Club Presidents Meetings

All recognized clubs are required to send a representative from their E-board to the Club Presidents Meetings. Club Presidents Meetings are held once a month. The purpose of these meetings is to update clubs on policies and procedures and to offer professional development opportunities for student leaders. An email will be sent at least 2 weeks before each meeting via Orgsync and an announcement will appear in the Daily Digest.

Copyright

When showing a movie as an event, purchasing of a copyright is often required. The following are exceptions:

- a nonpublic showing from DVD or internet
- live TV (such as a sports broadcast)

The “education exception” does not apply to student-run events.

Most movies from the library do not have public viewing copyrights (some documentaries do), please check before showing.

To purchase the rights or request a quote for the movie title you would like to show, please fill out the Orgsync form: <https://orgsync.com/5630/forms/18469>

- New releases are generally \$650
- Older movies are generally \$325

Please note that the company reserves the right to deny copyright requests.

Donations from a Company

Any solicitation of a donation (gift card, product, service) that goes beyond a nominal value must first be discussed with Institutional Advancement. If you wish, CSI can help make this connection for you.

Donations to a Cause

All donations are entered into a separate “donations budget.” To finish the transaction, the student is required to submit a donation letter to SARM. Without doing so the donation cannot be processed.

End of the Year Reports

All recognized clubs are expected to submit an End of the Year Report. End of the Year reports allow student leaders to keep track of their club or organization's past involvement on campus. The end of the year report is also to ensure that the Center for Student Involvement has an up-to-date list of active clubs and organizations. Submitting an End of the Year report is required in order to apply for a budget for the next year.

Events Meetings

Large events on campus will be required to attend a Events Meeting two to three weeks before their event. Any event which expects a large turnout or significant amount of people from off campus, will have significant food, or is in need of any support services (housekeeping, public safety, EMS) will be invited. Failure to present at Events meeting will result in events being cancelled or postponed at the discretion of the Center for Student Involvement. For the Spring 2017 semester, meetings are Mondays from 12:45pm-2pm. The invitation for the meeting may come only a day before, but organizations should anticipate being invited.

Emergency services for events- In most cases CSI covers the cost for Police, EMS, and other support services (such as housekeeping and public safety). If an event is cancelled without 24 hours' notice, resulting in support services not being notified, the club or organization will assume full monetary responsibility.

Food

If food is purchased for events/meetings, a list of how many students attended the event must be sent to SARM via orgsync and can be found on the SARM Portal. After first incident of failure to produce attendance list, the club will receive a warning. After the second incident, the club will lose P Card privileges.

Fundraising

If your event is a fundraiser you must attend a Events Meeting. You will need Public Safety at the event. At the end of the event, you must bring the money to CSI to be deposited with SARM. Please note that there is a student employee working until midnight Monday-Friday who will deposit the money in the SARM safe. Please make sure money is clearly marked with the amount, your name, and club/organization. No money is to be brought to residence halls or private homes or deposited into personal bank accounts. When depositing money after CSI is closed, please bring money to Public Safety, where it will be kept in a safe until you return for it. If money is held by Public Safety, you must pick up the money on the next weekday.

Interim Suspension of Clubs and Organizations

The College must protect the community from a risk of harm or from actions that detract from the integrity of the educational environment. An organization may be suspended for an interim period pending disciplinary proceedings when there is evidence that the organization's conduct may pose a threat to the health, safety or welfare of members of the College or property of the College. An Interim Suspension will become effective immediately without prior notice in such cases. The Associate Director of the Center for Student Involvement or her/his designee is authorized to impose Interim Suspensions. The Interim Suspension notice will be in writing and delivered to the President of the organization¹. While an Interim Suspension is in place, the College will gather information and investigate the allegation(s).

1. Following the Interim Suspension effective date, the accused organization may request an Interim Suspension hearing with the Dean of Students² (or her/his designee). The College will make a reasonable effort to promptly schedule this hearing and in most cases it will take place within five (5) business days from when the President of the organization calls for an appointment. The Dean of Students (or her/his designee) reserves the right to have another professional staff member present for consultation purposes.
2. The purpose of this hearing is to determine the reliability of the information regarding the organization's conduct (including the matter of their identity) and to determine if the organization's conduct reasonably indicates any of the following criteria:
 - i. engages, or threatens to engage, in behavior(s) which poses a danger of causing harm to others;
 - ii. exhibits behavior(s) that renders the organization unable to effectively function at the College;
 - iii. exhibits disruptive behavior(s) that significantly interferes with the educational pursuits and/or living environment of others.
3. If the Dean of Students (or her/his designee) finds no such cause, the Interim Suspension may be lifted.
4. At the conclusion of the review meeting if the Dean of Students (or her/his designee) decides, based on the evidence available, that the organization poses a danger of causing harm to others or that further information is needed in order to make such a

¹ In the event that the organization does not have a President, the next in-line leadership will be regarded as the spokesperson for the organization.

² In most cases, the designee is the Director of the Center for Student Involvement.

determination, the Interim Suspension will remain in effect and a conduct hearing will be held from when the review meeting takes place.

An Interim Suspension may last until a resolution to the alleged violation is reached through either the completion of the investigative process or the adjudication of a hearing.

J Lee's

To keep J Lee's accessible to the students during peak hours during the day JLee's may not be reserved until 8pm on any day. Please use the room request form on Orgsync in the JLee's Portal to make this request.

Office of Fraternity & Sorority Life

All fraternities and sororities must abide by the rules and regulations as stated in the OFSL handbook. Please note that all fraternities and sororities are required to be covered by insurance or they cannot be recognized on campus.

Orgsync Portals

It is important for all clubs and organizations to keep their Orgsync portal up to date each semester and if any changes (E-board, meetings times/places) occur mid-semester. Orgsync is the first impression first year students get of clubs and organizations when they come to Orientation and through the summer before they are on campus. It is important to keep all contact information up to date so that the club or organization's E-board can stay in contact with CSI or potential new members.

Updating admins- To update the Orgsync admins go to "people" and search the person who will be made a new admin. Under "profile" you can change "membership" to "administrator." The same is true for removing admin rights to a member. If the person is not in the portal, go to "invite people" and add their email address to the first box (if more than one email, separate with a comma). You can change the membership to administrator on this page. The invite will be sent to their email.

Overnight Trips

If your organization is interested in sponsoring an overnight trip, you must meet with the Associate Director of the Center for Student Involvement before making any reservations or starting any advertising for the trip.

Poster Design

To submit a poster to be designed, please fill out the form on OrgSync under CSI Design: <https://orgsync.com/13613/forms/23972>. You are not required to design your own poster, but can do so if so desired. All posters must have the Ramapo logo and accessibility logo on the bottom of the poster (can be found on CSI Design OrgSync portal). Please attach all designs as either a PDF or jpeg.

Please note that CSI Design can take up to 2 weeks to process your requests. Any design requests submitted with less than 2 weeks' notice may not be considered. Any printing requests (without designing) may not be considered without at least 1 week notice. In order to properly advertise, posters and flyers should be hanging for at least 3-5 days prior to an event. With that in mind, design jobs should be submitted at least 3 weeks prior to the event and print jobs should be submitted at least 2 weeks prior to the event.

Posting

All clubs are eligible to advertise through posting. All posting at Ramapo is done through the Center for Student Involvement. Posting anything without prior approval is prohibited.

A posting form should accompany the flier and be submitted to the CSI Posting Coordinator in the CSI Main Office.

Presentations related to health and safety

Please contact Ebony Jackson (ejackso1@ramapo.edu) and Judy Green (jgreen2@ramapo.edu) if your club or organization would like to sponsor any event as relates to health and safety as they can assist you in making sure content you are sharing is a best practice.

All blood drives must be done in conjunction with Health Services (contact Debbie Lukacsko, dlukacsk@ramapo.edu)

Raffles/Door Prizes

Clubs and organizations should work with CSI if interested in setting up a raffle with a monetary prize. A permit issued by the township of Mahwah is required and the Foundation can help you with this process.

Any club or organization can have a door prize where anyone in attendance has the same chance as anyone else to win the prize. Selling of more chances to enter the drawing is considered a raffle and is prohibited, unless guidelines above are followed. Giving more tickets when a student participates in activities is permitted. No permit is required for door prizes.

Recharterment

All clubs are required to Recharter every 3 years. Clubs will be required to present before the Student Government Association (SGA), and are required to update their constitutions. All clubs are required to have 10 members at all times to be a recognized organization.

Registered vs. Recognized Clubs and Organizations

- *Recognized organizations* are open to all students and provide educational, recreational, social and/or cultural programming for the entire student body.
 - *Class 1* recognized organizations are those open to all members of the College community and which provide programming of interest to the entire student body. These organizations may apply for an annual budget and approach the Allocations Committee for monies for specific programs open to the entire student body. They are granted the status of full recognition with all of the rights and privileges stated below.
 - *Class 2* recognized organizations are those that may be open to only certain members of the College community and provide programming within a specific area of interest, i.e., honor societies, religious organizations or service organizations. These organizations may enforce certain restricted membership requirements (e.g., GPA requirements for an honor society, annual dues for a service organization). Class 2 recognized organizations may approach the Allocations Committee for monies for specific programs open to the entire student body.

- *Registered organizations* are social or fraternal groups, which do not discriminate on the basis of race, religion, disability, national origins (or other legally impermissible grounds), but do use the exemption provided by Title IX, which permits the formation of single sex organizations.

- Registered organizations must complete a detailed multi-step process to become registered at the College, including obtaining one million dollars of additional liability insurance holding the College, its officers and the State of New Jersey as named insureds.

- For information on how to establish a registered group at Ramapo College, please refer to the Greek Life Policies and Procedures Manual available in the CSI main office and on Orgsync.

Reservations (Ad Astra)

The following process works for both scheduling a space for an event and a space for tabling.

To schedule space, visit the Events and Conferences website.

J. Lee's space requires approval from the Center for Student Involvement (CSI). Requests are made through the J. Lee's portal on Orgsync.

Residence Hall Lounge spaces require the approval by the specific hall office staff. Once approved, they will email confirmation to the requestor and Events and Conferences.

Make sure the Fire Safety Checklist (on the Ramapo website) is followed.

<https://www.ramapo.edu/conferences/files/2013/05/153-22.pdf>

Check RESS Online prior to requesting space.

Requesting space is NOT a guarantee.

Be sure to confirm that your space request was approved.

The Events and Conferences Office reserves the right to substitute alternative space (this is especially true for reservations in a series).

If you make any changes to your event (time, setup, etc), contact Events and Conferences immediately at x7590.

Contact Media Service if audio/visual/computer/projector equipment is needed via e-mail:

media@ramapo.edu.

Risk (Activities Associated with a High Risk)

If your organization is considering an activity which involves a high risk, you must meet with the Associate Director of the Center for Student Involvement. These activities, if approved, will involve Legal Counsel and require a significant lead time in planning.

Scholarships

If your organization wishes to start a scholarship, this must be done through the Ramapo College Foundation. You may wish to talk with staff in CSI who can connect you with the Foundation and support you in this process.

Starting a new club

Please go to Orgsync and fill out the starting a club form located there to begin the process. The following is an abbreviated version of information you will need to create a new club.

All clubs/organizations, regardless of need or intent for room scheduling or funding, must be recognized by Ramapo College. The process is fairly simple. To be a recognized club/organization, a group needs:

1. ten (10) or more eligible students
2. a constitution
3. officer and active member rosters
4. an eligible advisor- *The advisor must be a Ramapo full-time faculty member or baccalaureate degree-holding, full time staff member.*
5. SGA approval

Student Involvement Fair

All clubs are eligible to be a part of the Student Involvement Fair (Fall and Spring). Any club or organization looking to participate must fill out the form via Orgsync. Tables are on a first-come, first-serve basis and are assigned by the Center for Student Involvement. No club or organization may change the table which has been assigned.

Ticketing through Roadrunner Central

Any club or organization can sell tickets at Roadrunner Central. Please fill out the form on Orgsync: <https://orgsync.com/5630/forms/18472>

Transportation Requests

Students may not drive Ramapo vans. As such, clubs and organizations may request assistance with transportation off campus when a van otherwise would have been used. Complete the Orgsync form to request assistance: <https://orgsync.com/5630/forms/157553>

Transportation Waivers

Transportation waivers must be filled out by a club or organization using personal vehicles to attend an event. These waivers are available on Orgsync and should be submitted to the CSI front desk before departure.