

# **Policies and Procedures**

## **A B S E N C E   D U E   T O   R E L I G I O N**

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No person shall be expelled or refused admission for the reason that he/she is unable, because of religious beliefs, to register, or attend classes, or to participate in any examination, study, or work requirements on a particular day or days.

Any student who is unable, because of religious beliefs, to attend classes on a particular day or days shall be excused from any examination or any study or work requirements.

It shall be the responsibility of the faculty and of the administrative officials to make available to each student who is absent an equivalent opportunity to register for classes or make up any examination, study or work requirements that the student may have missed. If registration, classes, examinations, study or work requirements are held on Friday after four o'clock or on Saturday, similar or makeup classes, examinations, study or work requirements or opportunity to register shall be made available on other days, when it is possible and practical to do so. No special fees shall be charged to the student.

## **A D V I S O R S   G U I D E L I N E S**

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### **Responsibilities of Officers to Advisors**

Advisors volunteer to work with student clubs and organizations because they are interested. It is a commitment and contribution they make in addition to their regular workload. Your advisor should be given the respect and consideration his/her position and willingness to assist you deserve.

1. Check all dates with your advisor before scheduling activities and programs.
2. Keep advisors informed of the planning and implementation of programs and activities.
3. Consult your advisors for his/her opinion when problems arise in the club.
4. Presidents should meet regularly with their advisor to discuss matters of the club.
5. Pay all necessary expenses for the advisor for programs and activities of the organization.
6. Do not go "over your advisor's head or bypass him/her". Work out plans with him/her first.

### **Responsibilities of Advisors**

1. Serve as the primary connecting link between the college and the organization.
2. Serve as a resource person and counselor to students.
3. Assist the club in fulfilling its goals and objectives through suggestions, comments, constructive proposals and researching questions.
4. Meet regularly with club officers to discuss the planning and evaluating of their programs and activities.
5. Insure that club maintains accurate and current files (i.e. budget record keeping).
6. Attend all meetings of the club and special activities. If unable to attend a special event, get another faculty/staff person to attend, and assume responsibilities.
7. Attend off-campus organized activities with your group and make sure waivers are completed prior to your group leaving campus.
8. Ensure that club/organization officers adhere to the Policies and Procedures of the Campus Center Office.
9. Assist club officers in the continuity within the organization through the selection and orientation of officers and recruitment and orientation of new members.
10. Encourage club officers to evaluate the progress of the organization for the year and submit the results of that evaluation to the Campus Center.

## **A L C O H O L   P O L I C Y**

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Monroe Community College believes that the illegal use of drugs and alcohol presents a serious health and safety hazard to the College Community and interferes with educational and occupational success. The college fully complies with the

Drug Free School and Communities Act of 1989 to prohibit the illegal possession, consumption and distribution of drugs and alcohol on College property, during classes and at activities officially sponsored by the College. Students, faculty and staff may not consume alcoholic beverages on College property, during classes, or in connection with activities officially sponsored by the College except by permission of the College President.

## **ANNUAL CLUB REGISTRATION**

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All student clubs and organizations which desire recognition must be chartered by the Student Association Senate (SGA) or the Student Events and Governance Association (SEGA). In order to become, and to remain, chartered the following regulations must be followed:

1. A list of officers, faculty advisor, and constitution must be maintained within the Campus Center Office, and be updated at the beginning of each semester. A membership list must also be submitted. Each club/organization is responsible for keeping this information up-to-date. (Appendix: Examples B & C)
2. Any chartered club or organization which has its charter revoked must apply for a new charter. Club charters will not be reinstated in the same semester in which they have been revoked.
3. Each chartered student club or organization shall be responsible for an annual review of the anti-hazing and anti-discrimination regulations covering all individuals affiliated with the club. The review will be implemented at the beginning of the Fall Semester and upon completion, the President and club advisor shall sign this form (provided in the Appendix) and return it to the Campus Center Office. The affidavits attesting to these promulgation's must be returned no later than December.

## **APPLIANCE POLICY**

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Club and organization offices have stipulations about obtaining and using appliances. Please see appendix for the form and policies on appliances. Please note that unapproved/unauthorized appliances will be removed. For more information on this policy, please contact the Operations Office (3-139) or call 292-2548.

## **CAMPUS CENTER INFORMATION AND SERVICE DESK**

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<http://www.monroecc.edu/depts/stucenter/services.htm>

Services of the Campus Information and Service Desk are available to all MCC students, faculty and staff with a current MCC picture ID card. The Service Desk is located on the first floor of Building 3 near the MCC Bookstore in the R. Thomas Flynn Campus Center. Hours are 9:00 a.m. to 6:00 p.m. Monday through Thursday and 9:00 a.m. to 4:00 p.m. on Friday while classes are in session. Hours are 9 a.m. - 1:30 p.m. Monday through Friday during breaks and Summer Sessions. Services include check cashing with a current MCC ID, sending a fax, purchase of money orders, postage stamps, monthly bus pass tickets (unlimited), stored value pass, all day bus pass, discount movie tickets for Little, Tinseltown, Regal and IMAX theaters; as well as locker rentals, seasonal tickets, tickets for campus events, vending machine refunds and distribution of general information.

## **CHARTERING OF CLUBS**

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Students desiring to form a student club or organization must apply for a charter to the Student Association through the Assistant Director of the Campus Center for Clubs and Organizations. These requirements must be met:

1. Hold an Interest Meeting to identify students with the same goals/desires who would like to participate in a club on campus.

2. Present a proposed constitution which includes statement of purpose and the plans for operation. Information to be included in a Constitution is available in the Campus Center Office. Depending upon the nature of the club, the scope of the Constitution will vary, i.e., there may be other articles and information which should be included.
3. Identify a faculty/staff member who has agreed to act as the club's advisor. Lack of an advisor will not be the sole criterion for not chartering.
4. Present a tentative outline of activities.
5. The Constitution, as well as the other information required for chartering, should be submitted to the Assistant Director of Clubs and Organizations or the Associate Director of the Damon Campus Center. The information will be reviewed and submitted to the Senate for determination of charter. (See Appendix: Example A).

## **CLUB SPORTS**

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1. All club sports teams must be sanctioned, approved by, and are directly responsible to the Director of Athletics for their activity programs.
2. Club sports teams must be made up of registered Monroe Community College students with annually elected officers. All members of club sports teams must be students in good standing and have paid the fee for accident insurance provided by the college.
3. Club sports teams must have a Monroe Community College faculty member as an advisor. The faculty advisor should attend all activities of the team.
4. Club sports team members are responsible for all expenses of the Club in all of its operations.
5. Representatives of all club sports teams and their advisor must meet with the Director of Athletics before the beginning of their season to develop and adopt a budget for the club's entire program.
6. Club sports team members must be insured in the same manner as College inter-collegiate teams. The cost of this insurance is to be included in each club's budget.
7. A physical examination, provided by the College, is required of each sports club member before participation in the sport.
8. Any student Association funding for sports clubs will be done through the Athletic Association budget and expenditure of these funds will be under the jurisdiction of the Director of Athletics.
9. All club sports schedules and travel arrangements must be approved by the Director of Athletics with common carrier transportation provided wherever possible. Use of personal vehicles for transportation for club sports activities is subject to the College policy on personal vehicle use (see section on Personal Vehicle Use in this manual).
10. Club sports teams unofficially represent the College and must honor all commitments to opposing teams and conduct themselves in the highest level of good sportsmanship and fair play.

## CO-CURRICULAR CLUB AND ORGANIZATION OFFICE USE

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Chartered organizations have an assigned office which is held for them from year to year. Most organizations on campus function on a yearly basis, not just during an academic term. Clubs, on the other hand, usually function only during the academic semester. With few exceptions, they do not hold an office from year to year. Office space requests for clubs are handled at the beginning of the semester by the Assistant Director for Clubs and Organizations. Students in an organization with an office will work with the specific Campus Center Advisor to complete the Office Space Agreement. At the Damon Campus, office space requests are handled at the beginning of the semester by the Student Activities and Leadership Coordinator. The entire Office Space Agreement and Office Space Application are available for review in the Appendix of this document.

## CO-CURRICULAR TRANSCRIPT

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<http://www.monroecc.edu/go/campuscenter> (click on Co-Curricular Transcript)

The Campus Center provides every student with an opportunity to complete a Co-Curricular Transcript to keep track of the extra-curricular activities and workshops in which they have participated. Tracking this leadership involvement is very useful when applying to other colleges/universities and when making career contacts and decisions. A complete document is available in the Appendix or you may visit the MCC Campus Center web site for easy access to the Co-Curricular Transcript.

## CODE OF CONDUCT

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<http://www.monroecc.edu/depts/stuserv/index.htm>

The college maintains a Code of Conduct Policy for students who attend Monroe Community College. This policy is based on respect for oneself and for others. To view the policy in its entirety, please see the entire Document listed in the Appendix, or visit the MCC Student Services web pages.

## COMMUNITY SERVICE

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[http://www.monroecc.edu/depts/stucenter/leadership\\_institute.htm](http://www.monroecc.edu/depts/stucenter/leadership_institute.htm) (click on [Campus Connection](#) under this link)

Each club and organization is encouraged to participate in at least one community service project during the year. Volunteer services may contribute towards Monroe Community College and/or agencies and organizations within the City of Rochester and Monroe County.

## COMPUTER CODE OF CONDUCT

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*Monroe Community College has adapted the following policy for campus computer usage. The policy reads as follows:*

“Individuals who use MCC computer facilities must assume the responsibility for using these resources in an appropriate manner for college-related work only. Misuse of computer facilities is considered a violation of College policy and may also be a violation of state and federal law.

Individuals using MCC’s computing facilities are **NOT permitted** to:

- ◆ Copy programs (in part or whole), subroutines, etc. from a textbook or another individual without crediting the source. This is plagiarism.

- ◆ Copy, change, distribute or modify any computer program without the written consent of the author. Computer software is subject to U.S. copyright and patent laws.
- ◆ Use MCC facilities and systems for the purpose of advertising for an organization, running a business, sending, viewing and/or printing lewd or licentious materials or other related activities.
- ◆ Participate in **chat rooms**, unless otherwise authorized by your instructor or the coordinator.
- ◆ Download any type of **computer games, music files, etc.**
- ◆ Reveal their password to anyone including faculty and staff, or let another person use their account. You are responsible for what is done with your account.
- ◆ Change, copy, delete, distribute, read or otherwise access files without the permission of the owner. If it's not yours, don't touch it.
- ◆ Prevent others from accessing systems or unreasonably slow down a system by deliberately running wasteful jobs. Examples include disabling or crashing the system, playing games, sending mass mailings, creating unnecessary or multiple jobs and process names, etc.
- ◆ Bypass accounting or security mechanisms, attempt to circumvent data-protection schemes, or attempt to uncover security loopholes.
- ◆ Provide others with programs or files that cause damage to their files or the operation of their computer system, compromise the security of their accounts, or disable their account.
- ◆ Harass others by sending annoying, obscene, libelous or threatening messages.
- ◆ Disobey the rules of any computer system or network, which you remotely access through MCC's computer systems.
- ◆ Aid or abet another person in violating any part of the Code of Conduct.

The above list is not exhaustive. This Computer Use Code of Conduct is intended to require compliance with all local, state, and federal laws. Individuals who violate any part of the Code of Conduct will be subject to college disciplinary action, criminal prosecution or civil action, and may put your club/organization at risk of losing their office space.”

Additionally, please be reminded that, per College and Department policy, you may not download anything (**anything at all**) from the Internet, nor may you load software you bring in from home or elsewhere without obtaining prior permission from the Manager of Technology of the MCC Association, Inc., via the Director of the Campus Center.

If anyone visits any site deemed inappropriate, the Internet will be removed immediately from this computer. Please don't jeopardize the privilege for your co-workers.

#### **Other Computer Usage**

Regarding other computer use, if you do not have any other assigned work to perform, we don't object to your using the computer to complete homework assignments on an occasional basis. The majority of your work in this office should be devoted to club functions and assignments.

Additionally, students who are not assigned to this club or organization office have been known to ask to use the office computer to complete assignments. However, this computer is for office members' use only. There are other computers in the college for student use in the Library or in the Electronic Learning Center. Please refer students to these areas should they require assistance.

Finally, computers in club/organization offices may not be used to access social networking sites, i.e., Facebook, My Space, etc.

## CONFERENCE ROOM SCHEDULING

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<http://www.monroecc.edu/depts/campusevents/>

The following conference rooms are available on the Brighton Campus. To schedule a conference room for an **occasional new member recruitment meeting**, please contact the Office of Conference and Events (see reservation form in the Appendix), or if no rooms are available, contact the Campus Center Office. To reserve space for a permanent club assignment, please contact the Campus Center Office at 292-2534. Requests for permanent (semester-long) space are coordinated through the Assistant Director for Clubs and Organizations.

| Conference Rooms                                  | Extension | Location |
|---|-----------|----------|
| 3 <sup>rd</sup> Floor Conference Room             | 4218      | 1 - 307  |
| Board Lounge                                      | 3025      | 1 - 320  |
| Empire Room                                       | 3683      | 3 - 209  |
| Forum   | 3684      | 3 - 130  |
| Meeting Room                                      | 4315      | 3 - 115  |
| Meeting Room                                      | 4316      | 3 - 116  |
| Meeting Room                                      | 4317      | 3 - 117  |
| Meeting Room                                      | 4318      | 3 - 118  |
| Meeting Room                                      | 4319      | 3 - 119  |
| Meeting Room (reserved through the Campus Center) | 4321      | 3 – 121  |
| Meeting Room (reserved through the Campus Center) | 4312      | 3 – 136  |
| Meeting Room (reserved through the Campus Center) | 4313      | 3 – 138B |
| Monroe A – Warshof Conference Center              | 3681      | 3-205    |
| Monroe B – Warshof Conference Center              | 3682      | 3-205A   |

## CONTRACTING OF SERVICES

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During the course of the year student groups contract with specific vendors to perform services on campus for a specific time period and with specific payment arrangements. A copy of the Special Services Agreement is listed in the Appendix. Students must work with a Campus Center advisor when completing these contracts, and no services are to be contracted without the express consent/signature of the Campus Center Director and his/her designee.

## CONTROVERSIAL PROGRAMS

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1. Definition: A controversial program shall be defined as a program marked by the expression of opposing views which may lead to dispute or quarrel (i.e., a lecturer).
2. Approval Process: Clubs and organizations initiating a program which may be designated as controversial must contact the Director of the Campus Center or his/her designee to review the college policy regarding this topic. The Director will assist the students with any editing and/or special provisions which will need to be set in place prior to the production.
3. A copy of this college policy is included in the Appendix.
4. Student groups must contact the Director during the initial planning process and receive approval before proceeding with the remainder of the planning process. If this does not take place, the Director reserves the right to cancel the activity.

## **COPYRIGHT GUIDELINES FOR EXHIBITING MOVIES/AUDIOVISUAL WORKS\***

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When you buy, rent, or borrow a DVD or videotape of a movie (or any other audiovisual work) made by someone else, you normally obtain only the copy, and not the underlying copyright to the movie. You certainly are free to watch the movie yourself, but, beyond that, your rights are quite limited by law. In particular, you do not have the right to show the movie to “the public”. In most cases, doing that requires a separate “public performance” license from the copyright owner.

To determine whether you need such a license, you must determine whether what you want to do would constitute a “public performance”, and, if so, whether there are any exceptions that would allow you to proceed nevertheless without a license.

### **1. Is it a “public performance”?**

The showing of a movie will be considered to be a “public performance” if either of the following is true:

- You will be showing the movie to people other than members of your family or a small group of your friends.
- You will be showing the movie in a place that is open to people other than members of your family or a small group of your friends (for example, a classroom, the auditorium, or a dining room area), whether or not any such people attend.

Showing a movie in your home or dorm room will not constitute a public performance, as long as you limit attendance to family and friends. Other showings will constitute public performances.

### **2. Is there an applicable exception to the license requirement?**

Even if your proposed showing will constitute a “public performance”, you still will not need to obtain a license if any of the following is true:

- You will be showing the movie in the course of “face-to-face teaching activities” (that is, not through digitations or other forms of electronic transmission) that will take place in a classroom or similar place devoted to instruction (that is, not in an auditorium or other public venue, unless it is being used for, and restricted to participants in, the teaching activities), and you have a legitimate copy of the movie (which, in general, does not include one that you have videotaped yourself from a broadcast).
- Your copy of the movie came with an express license authorizing the particular manner of showing. (For example, some educational movies, such as those purchased directly from California Newsreel at the “institutional” price, come with licenses to show the movies for certain noncommercial institutional purposes.)
- The movie you wish to show is in the “public domain”. (Determining whether a particular movie is in the public domain can be quite difficult, and even movies that are quite old can still be protected by copyright.)

- Movie Database ([www.mplc.com](http://www.mplc.com)) publishes a list of movies it believes to be in the public domain, but it is neither complete nor authoritative.)

Note, however, that there is no general “educational”, “nonprofit”, or “free of charge” exception. Even a showing that is all three of those things will require a license if it constitutes a “public performance” and does not fall within one of the exceptions listed above. Thus, most showings outside of the class context will require licenses.

If you do need a “public performance” license, you can obtain one in either of the following ways:

- By renting the movie directly from a distributor that is authorized to grant such licenses, such as Swank Motion Pictures, Inc., rather than from a video store.
- By contacting the copyright holder (generally the studio) directly.

In most cases, you will be eligible for a “non-theatrical” public performance license, which is considerably cheaper than what a commercial cinema must pay. Still, the cost is likely to be at least several hundred dollars, especially for the most recent movies. That may seem unreasonable, but keep in mind that inability or unwillingness to pay is not a valid defense to a copyright infringement lawsuit.

If you have any questions about movie licenses or about copyright laws, please contact the Campus Center Office. Additional information available in the Appendix.

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## **ELECTION OF OFFICERS / GENERAL RESPONSIBILITIES**

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Officers should be elected in the spring of the year for the following year, where applicable, in order to provide some form of continuity for the organization. A list of the names of the officers must be submitted to the Campus Center Office prior to the end of the spring semester.

### **Academic Qualifications**

All club/organization officers must minimally meet the requirement of satisfactory progress as required by the College. This requirement must be met at the time of candidacy and throughout the individual’s term of office. The required G.P.A. for all officers is 2.25.

Requirements above this minimum level may be established by the respective club/organization.

### **Responsibilities of Club and Organization Officers**

Below are some of the general responsibilities for officers of clubs and organizations. Additional responsibilities are stipulated in the specific organization’s constitution and by-laws.

1. Be familiar with your club’s constitution, bylaws, and history.
2. Be familiar with other clubs, faculty and staff and how they may be of assistance.
3. Discuss your role as an officer with the Assistant Director of Clubs and Organizations, with the club faculty/staff advisor and with other club officers.
4. Meet regularly with other clubs members’ to discuss projects and evaluate programs.
5. Involve members and other officers in the organizations activities as much as possible.
6. Generate the officers and members interest in the organization.
7. Submit reports on activities to the Campus Center Office as requested.
8. Prepare an agenda and take minutes of each meeting for review at the following meeting.
9. Maintain accurate and current files.
10. Maintain financial responsibility through accurate budget record keeping
11. Represent your club at campus meetings such as Roundtable as required.
12. Comply with all the Campus Center Office Policies and Procedures.
13. Be familiar with Roberts’ Rules of Order (i.e. –Parliamentary Procedures).
14. Recruit and orient new members.
15. Orient new officers.
16. Publicize your organizations activities to the College community.

### **General Duties of Officers**

Below are some of the general duties of club/organization officers. Additional duties may be stipulated in specific organization’s constitution and by-laws.

1. **President:**
  - a. Shall preside over all meetings.

- b. Shall set the date for the next meeting when the normal schedule conflicts with the academic calendar.
- c. Shall appoint members to chair committees as the need arises.
- d. Shall vote only in the case of a tie.
- e. Shall counsel other club officers concerning their duties and responsibilities.
- f. Shall consult regularly with the Faculty/Staff Advisor on the progress of the club's activities.
- g. Shall represent the club in all dealings with outside organizations and the college.
- h. Shall coordinate/inform the Campus Center of the Clubs activities.

**2. Vice President:**

- a. Shall preside over all meetings in the absence of the President.
- b. Shall have the right to vote.
- c. Shall act as advisor to all committees.
- d. Shall act as consultant and assistant to the President.

**3. Secretary:**

- a. Shall preside over all meetings in the absence of the President and Vice President.
- b. Shall have the right to vote.
- c. Shall keep accurate minutes of all meetings.
- d. Shall be responsible for presenting a copy of the minutes to all members, the Faculty Advisor and Assistant Director of Clubs and Organizations.
- e. Shall handle all club correspondence outside the organization.
- f. Shall keep a list of all active members.

**4. Treasurer:**

- a. Shall preside over all meetings in the absence of the President, Vice President, and Secretary.
- b. Shall have the right to vote.
- c. Shall keep an accurate account of all finances and shall give a report at every meeting.
- d. Shall be responsible for preparing the club's budget for the upcoming year.
- e. Shall pay bills authorized by the President.

**5. Roundtable Representative**

- a. Shall represent club at Roundtable meetings.
- b. Shall be responsible for reporting to the club about the Roundtable meeting.
- c. Shall serve on Roundtable subcommittees as necessary.

**6. Publicity Representative**

- a. Shall meet with the Campus Center Publicity Coordinator to implement the preparation of all publicity for the club/organization.
- b. Shall coordinate posting and distribution of all forms of publicity.
- c. Shall coordinate the removal of all outdated publicity from circulation.
- d. Shall meet with the Assistant Director of Clubs/Organizations to discuss publicity.\
- e. Shall have the responsibility of maintaining the club website.

## **FOOD SERVICE**

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<http://www.monroecc.edu/depts/stucenter/food.htm>

All on campus food related events must be catered by the College/Association contracted food service provider, currently Aramark, unless you have a properly authorized food waiver (see Appendix) which allows you to obtain food and/or beverages from another source. Request for a luncheon, dinner, buffet, catered by Aramark must be made at least three (3) weeks prior to the date of the event. Request for refreshments, i.e., coffee, pizza, catered by Aramark must be made at least a week prior to the date of the event. All requests (copy of the Food Request Form is located in the Appendix) require the approval of the assigned Campus Center advisor and the cost of the food service must be submitted for approval prior to ordering.

## **FUND RAISING AND VENDOR POLICY**

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Clubs and organizations must contact the assigned Campus Center advisor for approval before contracting with outside vendors for merchandise (i.e. jewelry to sell for the purpose of fund raising). A Vendor/Sponsor Contract must be completed and returned to the Photo ID/Operations Office (3-139). At that time they will advise the club/organization contact of the responsibilities involved with this type of activity.

Approval will be based upon such factors as: the motivation of club members, the length of time for the projected sales, the quantity and quality of the goods to be sold, the method of distribution, and the process of record keeping and accountability. Vendor forms located in the Appendix.

## **HAZING**

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In accord with Section 6450 (1) of the Education Law, Monroe Community College prohibits "any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization." This regulation shall be deemed to be part of the by-laws of all chartered clubs/organizations on campus. Violations of such regulations shall result in disciplinary action in accordance with the MCC Code of Conduct.

## **KEYS**

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A copy of the key access list from the Campus Center Service Desk is maintained at the Campus Center reception desk. The Photo ID Office also maintains a copy. This list documents which students have access to club and organization offices.

From 8:00 a.m. until 9:00 a.m. or when the Service Desk is closed yet the Campus Center Office is open, access to club offices may be obtained by going to either the Campus Center or the Photo ID Office. Please show your ID to the desk attendant. Your name will be added to a log stating the reason you needed to access the office. The staff member will open the office door for you. If you do not have an ID and you are not known to the staff member, access will be denied. After 9:00 a.m., you may obtain a key at the Campus Center Service Desk if your name is on the key access list for the appropriate club or organization. At the Damon Campus, keys to the Student Leadership Office are issued by the Campus Center Office to current SEGA and club officers.

## **INTERPRETING SERVICES FOR STUDENTS**

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Interpreter services are provided for students who are involved in clubs and organizations for club meetings, programs and at other times necessary to carry out the business of the club or organization.

## **Scheduling an Interpreter**

When a student would like to schedule interpreting services, e.g., for a club or organizational meeting or event, the student must inform the Campus Center as soon as possible for scheduling purposes, but no less than 72 hours prior to the day and time the interpreting services are needed. If a student fails to notify the Campus Center with less than 72 hours notice, after three such instances, services will not be provided for the scheduled time in question until a meeting with the Director of the Campus Center is held.

## **Canceling Interpreting Services/Failure to Utilize Services Provided**

When a student would like to cancel interpreting services for any reason, e.g., he/she will be absent unexpectedly from the event or becomes ill and cannot attend, the student must inform the Campus Center at least 24 hours prior to the event so the interpreter can be cancelled and MCC will not incur charges. If a student fails to notify the Campus Center when services are not needed, after three such instances, services will not be provided for the scheduled time in question until a meeting with the Director of the Campus Center is held. This also holds true when a student fails to attend a meeting, event, etc. where interpreting services are scheduled.

## **NON - DISCRIMINATION / HARASSMENT**

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Monroe Community College prohibits the restriction of membership in an organization on the basis of, race creed, national origin, sex, age, sexual orientation or disabilities. The active membership of a campus affiliate has authority, independent of any national organization, to determine the membership in the campus affiliate. Social fraternities and sororities are specifically exempted under Title XI from the requirement that membership be open regardless of sex. Violation shall result in disciplinary action in accord with the MCC Code of Conduct.

## **POLITICKING ON CAMPUS**

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### **Definition**

Politicking on campus shall be defined as the dissemination, distribution or posting of campaign material which indicates the candidacy of any individual or advocates the support of any political party candidate or any other related method utilized to solicit such support.

### **Approval Process**

All on-campus chartered student organizations desiring to "politick" must submit a written request form (located in the Appendix) to the Campus Center Office (Room 3-126) and receive the approval of the Director of the Campus Center in accord with the policies for chartered organizations. Other on-campus groups or students must follow the above-mentioned process. In addition, a written letter of confirmation from the respective political party/committee, supporting and/or endorsing the individual/group to represent the party/committee on campus must be attached to the request form.

All requests must be completed and approved a minimum of one week prior to the event and are subject to space availability. Events will be limited to a maximum of two consecutive days.

### **Materials**

Copies of all campaign material which will be distributed on campus will be kept on file in the Campus Center Office. This material must be submitted prior to distribution on campus.

Limitations may necessarily be placed upon the amount of materials made available. The purpose in doing so is to insure the credibility of the specific activity and to assist the organization in the proper implementation thereof. Distribution or

posting of material is restricted exclusively to the area designated for such purposes. It is the responsibility of the sponsoring group to maintain the proper upkeep of the area. Materials distributed in areas, other than those approved, may result in the loss of privilege. All materials must be provided by the candidate/political party.

### **Hours**

Requests for such activities are limited to days when classes are in session, (Monday–Thursday) between the hours of 9:00 a.m. – 6:00 p.m. and Friday from 9:00 a.m. – 4:00 p.m.

### **Distribution of Materials**

Distribution of Materials on campus shall be limited to the Campus Center and/or the Brick Lounge, in the area and manner so designated by the Campus Center Office.

### **Speakers**

All requests for speakers by on campus groups should be through the Campus Center Office. Attendance at such an activity is restricted to members of the College community and will be limited to hours defined by the Campus Center Office.

### **College Media**

The College newspaper, radio station, or DSN (Digital Signage Network) may not be utilized as a means of advertising or soliciting support for specific candidates/political parties.

### **Fund Raising**

Under no circumstances may College facilities be utilized by either on campus or off campus organizations for the purpose of raising any source of funds whatsoever for a particular candidate/political party.

### **Posting of Materials**

All posting of campaign materials shall be limited to the Campus Center, Brick Lounge and other pre-designated areas. Posting of materials **is handled ONLY by the Campus Center Operations Department**. All outside posters and flyers must be stamped at the Campus Center reception desk prior to posting. The Campus Center Office reserves the right to limit the quantity.

## **PROGRAM CHECKLIST, EVENT PLANNING AND EVALUATION**

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To assist you in planning a program for your club or organization, a detailed checklist is available in the Appendix of this document. Students and advisors are required to evaluate events for MCC Assessment documentation. An assessment can be complicated or simple, depending on the type of event. All events should be evaluated on the planning process, attendance and desired learning objectives.

## **PUBLICATIONS CENTER**

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<http://www.monroec.edu/depts/stucenter/pubcenter.htm>

The following guidelines are designed for the benefit of the overall program. Hopefully, through proper planning and being aware of publicity available, programs will be more successful. In addition, by defining a time frame, individuals will be better aware of what forms of publicity are available at the time of planning the event.

To improve the overall publicity of a program, it is recommended that each club/organization select one person to coordinate the organization's publicity. This individual's name should be given to the Publicity Coordinator and he/she should serve as the liaison between the club and the Publications Office.

Requests for publicity are processed in the Campus Center Publications Office (room 3-129). All requests MUST be submitted in writing and signed by an advisor. A copy of this form is available in the appendix and on the Campus Center website. Information must be accurate and complete with proper authorizations, account numbers and attachments. All requests must be properly authorized by the Campus Center advisor overseeing the organization. This means all required information such as the title of the event, date, time, place, cost, etc. must be agreed upon in advance.

Publicity requests will be processed on a first come, first serve basis. Deadline requirements are listed on the Publicity Request Form in the appendix. Account numbers and information must be provided in order for the job to go forward.

Each club/organization has a website, listed at [www.monroecc.edu/go/clubs](http://www.monroecc.edu/go/clubs). Your website is available to the world 24 hours a day and it is important to keep it interesting and current. Through the Publications Center you can learn how to update and edit your website, create graphics, add pages, photographs and more. Assistance is always available during open hours.

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### **R A F F L E S   O N   C A M P U S**

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The Legal Department of the County of Monroe states that it is illegal to conduct raffles or similar types of games at a College. It states that "raffles" constitute games of chance and fall within the provisions of the Penal Law of the State of New York which prohibiting gambling.

Only those devices authorized by the State Legislature have been taken out of the gambling type concept, to wit, pari-mutual horse racing, bingo and lotteries. Where a consideration is paid for the purpose of receiving a prize or similar-type reward and such is based on chance, such a device is considered a lottery and hence, illegal. The conducting of bingo-type games is allowed as long as it complies with numerous legal requirements.

Therefore, it is our opinion that a raffle-type device is illegal and should not be conducted on College premises be it sponsored by the College or otherwise.

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### **R E L I G I O U S   S E R V I C E S   O N   C A M P U S**

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1. In considering approval for religious services on campus, the College endorses the right of an organization to sponsor such activities within the framework of the overall co-curricular objectives and programs of the college which are all subject to reasonable regulations with respect to purpose, time, place and manner.
2. Request for religious services to be held on campus shall be restricted to recognized chartered organizations.
3. Consideration for approval of religious services on campus shall be contingent upon the chartered organization's ability to substantiate that the service is consistent with the defined purpose of the organization as outlined in its constitution.
4. All requests shall be submitted in accord with the procedures outlined in this manual.
5. The granting of approval for religious services on campus by the college should in no way be construed as endorsement of the particular beliefs of any religion, denomination or faith.
6. Under no circumstances may the service contribute to the disruption of routine campus order, interfere with other legitimate College functions, or interfere with the rights of other members of the College community.

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### **R E S E R V I N G   P R O G R A M M I N G   S P A C E   O N   C A M P U S**

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<http://www.monroecc.edu/depts/campusevents/index.htm>

The Conference and Events Office is available to assist you when reserving space on campus for your event or meeting. Clubs and organizations are allowed to reserve conference rooms on an occasional basis for special meetings or gatherings. Weekly meeting rooms should be reserved through the Campus Center. Please see the appendix for a

Conference and Events application or access the information via the web. At the Damon Campus, the Campus Center Office staff is available to assist with reserving space throughout the program planning process. An Activity Request Form is used and included in the Appendix. If funding is also requested for an event, a Funding Request Form is used and is also included in the Appendix.

## **R O U N D T A B L E**

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Roundtable provides a meeting time once a month for representatives from each club/organization to exchange ideas, discuss events, and facilitates the coordination of efforts. Participation by at least one member of every group is mandatory. The following dates are currently scheduled for Roundtable for 2008-2009 but are subject to change without notice.

|               |                                 |                |              |
|---------------|---------------------------------|----------------|--------------|
| <b>Monday</b> | <b>September 15</b>             | <b>12-1pm</b>  | <b>FORUM</b> |
| <b>Monday</b> | <b>October 20<sup>th</sup></b>  | <b>12-1pm</b>  | <b>FORUM</b> |
| <b>Monday</b> | <b>November 17<sup>th</sup></b> | <b>4pm-5pm</b> | <b>FORUM</b> |
| <b>Monday</b> | <b>December 8<sup>th</sup></b>  | <b>12-1pm</b>  | <b>FORUM</b> |
| <b>Monday</b> | <b>January 26<sup>th</sup></b>  | <b>12-1pm</b>  | <b>FORUM</b> |
| <b>Monday</b> | <b>February 9<sup>th</sup></b>  | <b>4pm-5pm</b> | <b>FORUM</b> |
| <b>Monday</b> | <b>March 16<sup>th</sup></b>    | <b>12-1pm</b>  | <b>FORUM</b> |
| <b>Monday</b> | <b>April 6<sup>th</sup></b>     | <b>12-1pm</b>  | <b>FORUM</b> |
| <b>Monday</b> | <b>May 11<sup>th</sup></b>      | <b>12-1pm</b>  | <b>FORUM</b> |

## **S E X U A L   H A R R A S S M E N T**

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[http://www.monroecc.edu/depts/stuserv/pdf/MCCCollegeCatalog07-08-Sect7.pdf#page=21'](http://www.monroecc.edu/depts/stuserv/pdf/MCCCollegeCatalog07-08-Sect7.pdf#page=21)

**A. Statement of philosophy.** Monroe Community College strives to recognize human dignity and, therefore, does not tolerate sexual harassment or any other type of harassment within or connected to this institution. Sexual harassment is illegal and unfairly interferes with the opportunity for all persons, regardless of gender, to have a comfortable and productive education and work environment. We are committed to taking all reasonable steps to prevent sexual harassment and to discipline those who harass. We believe that a person is entitled to say "no" to unwanted conduct based on sex without the fear of reprisal or retribution.

**B. Statement of prohibited conduct.** Sexual harassment is a form of discrimination based on sex because the harasser treats a member or members of one sex differently from members of the opposite sex, or engages in conduct that is based on the difference in sex. Sexual harassment is any threatening, demeaning, or offensive conduct or situation that on the basis of sex makes it more difficult for a reasonable person to do a job or receive his or her education. Sexual harassment includes, and is not limited to:

- Requests for dates with a student by faculty when that student is in his or her class or is his or her advisee
- Persistent requests for a date
- Unwelcome requests for sexual favors or acts
- Continued expression of sexual interest after being informed that the interest is unwelcome
- Nonconsensual or unwelcome physical contact
- Nude or semi-nude posters, photos, cartoons, or graffiti in the workplace or public place that are demeaning or offensive (including one's own office)
- Unwelcome visual contact, such as leering or staring at another person
- Comments or statements that are demeaning, humiliating, suggestive, insulting, vulgar or lewd
- Sexual harassment by visitors or vendors

- Failure to provide assistance that is usual under same or similar circumstances
- Retaliation, retribution, or reprisals in any form or manner for complaints about sexual harassment, or request that harassing conduct stop or for assisting a person with a complaint of sexual harassment
- Physical interference with job performance
- Preferred treatment or promise of preferential treatment for submitting to sexual conduct.
- vendors is usual under same or similar circumstances in any form or manner for complaints

The list is not intended to be, nor should it be construed as, all inclusive of prohibited acts under this policy. Any of the prohibited conduct described herein is sexual harassment of anyone at whom it is directed or who is otherwise subjected to it. Each incident of sexual harassment contributes to a general atmosphere in which everyone suffers the consequences. Sexually oriented acts and sex-based conduct have no legitimate basis at a higher education institution; accordingly, the person who engages in such will be made to bear the full responsibility for such unlawful conduct.

**C. Scope of policy.** This policy applies to all administrators, faculty, staff, agents, and students at all times and places in any connection with this institution. This policy applies for and to those who do business at this institution. Compliance with this policy is a term and condition of employment with this institution. The terms “employee” or “employment” include, but are not limited to, faculty, staff, administrators, agents and contractors. Compliance with this policy is also a term and condition of continued enrollment at the College.

**D. Discipline.** In the event of a determination of sexual harassment, discipline may include, but is not limited to, any of the following:

- oral reprimand
- written reprimand
- employment suspension (with or without pay)
- academic suspension or expulsion
- employment termination

The final discipline shall be determined exclusively by the Vice President, Student Services of this institution. A determination of sexual harassment under this policy shall be placed in the harasser’s personnel file, if the person is an employee, or if the harasser is a student, on file in the Office for Student Services. Sexual harassment of employees or students by third parties is not acceptable. MCC will do whatever it reasonably can to stop such sexual harassment. Sexual harassment also is a violation of state and federal laws and the harasser may be charged by appropriate person or agencies. The purpose of these procedures is to provide a prompt, fair resolution of problems, and to preserve the due process rights of all involved, including the rights to receive notice of a complaint and to have an opportunity for an impartial investigation. This procedure is created to provide for discipline of violators of this policy. However, the administration may take any immediate action to stop harassment if reasonably necessary and is not limited to the process provided herein.

**A. Sexual Harassment Officer.** The Sexual Harassment Officer is appointed annually by the Vice President, Student Services and reports to the Vice President, Student Services. The Sexual Harassment Officer is trained in identifying sexual harassment and handling sexual harassment complaints.

**B. Procedures.**

**Step One:** In the event that you believe that sexual harassment has occurred or is occurring, you are encouraged to communicate clearly, preferably in writing, to the alleged harasser and state that the conduct is not acceptable. You also are encouraged to maintain careful written records of the harassment and to continue to maintain current records throughout the process.

**Step Two:** If the conduct has not stopped, or if you wish to bypass Step One, you should speak with the Sexual Harassment Officer. The complaint may be made by the target of the harassment, or by anyone who has observed the harassment.

**Step Three:** The Sexual Harassment Officer will attempt to resolve the complaint. The Sexual Harassment Officer will notify the alleged harasser of the nature of the complaint. The Sexual Harassment Officer has the option of investigating the complaint by himself or herself, and/or requesting investigative assistance from the College's Public Safety Office. Upon request, the Sexual Harassment Officer will provide a copy of the complaint to the alleged harasser.

**Step Four:** Once the investigation is concluded, the Vice President, Student Services shall determine discipline.

**Step Five:** On or about 30 days after the completion of the process, the Sexual Harassment Officer will contact each of the parties. The purpose of this follow-up is to determine if the harassment has stopped, and to discourage any further harassment, retaliation or retribution.

#### **C. Discipline.**

**1. Employees:** Employees represented by a collective bargaining unit are entitled to union representation. Discipline of such employees will be pursuant to the College conduct regulations that incorporate by reference their collective bargaining agreement.

**2. Students:** Student discipline will be pursuant to the College conduct regulations.

#### **D. Confidentiality.**

Confidentiality shall be maintained to the greatest extent possible within the requirements of conducting reasonable investigations. Only those who have an immediate need to know will or may find out the identity of the parties.

**E. Prohibition of Retaliation.** Any retaliation against a complainant or witness is prohibited specifically by this policy, and the retaliator will be disciplined pursuant to the College conduct regulations.

**F. False Reporting.** False reporting of a complaint is prohibited and will subject the reporter to discipline pursuant to the College conduct regulations.

## **SUPPORT SERVICES AND ASSISTANCE**

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### **Advising**

The staff members of the Campus Center and your club's faculty/staff advisors are committed to assisting you and your organization. The staff can assist with developing programs, interpreting policy and procedures, and individual and organizational development. The Campus Center Staff is also available to do workshops on a variety of topics to increase your effectiveness. For a complete listing of workshops available to advisors or club members, see the Campus Center website.

### **Equipment Usage**

Should your organization need to borrow equipment (speakers, sound system, etc.) for an event off-campus, prior approval is necessary by the Director of the Campus Center or his/her designee. Please use the form in the appendix when requesting equipment. Please remember that you will be held responsible for MCC Association, Inc. /College property taken off the premises until it is safely returned.

### **Mail Boxes**

The clubs/organizations mail boxes located at the Campus Center Photo ID Office serve as your College mailing address, and a reliable source of communication. You should check your mail boxes at least twice a week. At the Damon Campus, mail boxes are located in the Student Leadership Office.

### **Photocopying**

Requests for copies may be submitted to the Campus Center. Approval is subject to the availability of funds. Allow time to get the job done, at least two (2) business days is appropriate. Clubs may also pay for copying from their private

accounts. At the Damon Campus, the Campus Center Office copier may be used for student organization-business ONLY!

### **Postage**

Please check with your Campus Center advisor before arranging for a mailing. There are funds to cover some mailing expenses; however, pre-approval and account number authorization is required.

### **Posting of Information**

The College reserves the right to establish and enforce reasonable guidelines relative to the time, place, and method of dissemination of information on campus. Please note: ALL POSTING IS DONE BY THE CAMPUS CENTER OPERATIONS STAFF. Please do not post materials yourself.

#### **On-Campus Student Chartered Clubs**

The following policies apply to all Student Association Organizations.

- Up to 75 flyers per event or announcement can be posted at the Brighton Campus, the Residence Halls, Damon Campus and Applied Technology.
- Outdated publicity flyers will be removed by the Operations Staff.
- Posters, signs, etc. are NOT permitted on glass, painted areas, wood or metal/concrete pillars or walls, except in designated areas (i.e. Glass in Campus Center Hallway). The Operations Staff will handle all posting of materials and placement of posters on easels. Please contact them for assistance (3-139 B).
- Information that is improperly posted will be removed.

#### **Off-Campus Organizations**

- All requests must be approved and stamped by the Campus Center Office. Materials which are not stamped will be removed. All posting is done by the Campus Center Operations staff. Please do not post materials yourself.
- A maximum of four (4) flyers (8.5" x 11") may be posted in pre-designated areas, (i.e. Off Campus Information Boards) by the Operations Staff.

#### **Distribution of Information to the College Community**

- Chartered student clubs/organizations desiring to distribute literature (i.e. flyers, handbills, etc.) to members of the College Community must submit a request in writing to the Director of the Campus Center or his/her designee for approval in accord with College procedures.
- Off-campus individuals/groups as well as other College groups/individuals must submit a written request to the Campus Center Office. In all instances, copies of the literature to be distributed must accompany the request.

### **Telephone**

Telephones are installed in some of the clubs and organizations offices. These phones are intended for inter-college and local use ONLY. No long-distance phone calls are to be placed unless you have specific approval to do so. Please see your Campus Center Advisor to receive approval. Clubs which do not have access to a telephone can use the telephone in the Campus Center Office by request.

## TICKETING FOR EVENTS

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To accommodate for the diverse needs of the college and surrounding community, audience members have four options to purchase e-tickets for an event or program at Monroe Community College.

1. ONLINE...Through [www.monroecctickets.com](http://www.monroecctickets.com) website...on buyers own time! ANYTIME! ANYWHERE!  
Credit Card **ONLY**.
2. IN PERSON...At the Campus Center Service Desk or at the Damon City Campus Bookstore!  
Cash, Check, or Credit Card.
3. OVER THE PHONE...through the Campus Center Reception Desk (585) 292-2534!  
Credit Card **ONLY**.
4. IN PERSON...At the Venue Box Office (opens one hour prior performance...pending seating availability)!  
Cash, Check, or Credit Card.

All Sales Are Final...NO REFUNDS OR EXCHANGES!

## TRAVEL

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All arrangements for the trips (bus rental, air tickets, etc.) must be approved in advance and coordinated by the Campus Center Office. Clubs and organizations who have allocated funds for off campus conferences or field trips are required to complete appropriate pre and post-trip assessments to evaluate the learning outcomes acquired by members traveling. Your advisor will provide you with this information. Information on Travel and Appropriate Forms are also listed in the Budget Policy Section and Appendix of this document.

Whenever any students leave campus on an “organized” trip, that is, one under the auspices of MCC – they are the represented group from MCC – and/or any event using club/org funds, every student in that group must complete a waiver and sign a Code of Conduct agreement **before** leaving campus. The advisor of the group is responsible for collecting these forms prior to leaving campus. At all of these functions, an advisor must also be present with the students.

## VEHICLE USE POLICY

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### General Information

1. Vans must be reserved two (2) weeks in advance.
2. Campus faculty/staff/club member, who wishes to drive a Campus Center Association van or any vehicle from a rental agency for use on a MCC sponsored trip, must present a valid driver’s license to the Campus Center Operations Office at which time they will fill out a “Monroe Community College Consent Form for Motor Vehicle Reports”. Their driver’s license will then be processed thru the NY DMV for violations. An individual may not drive any MCC Association vehicle or off-campus rental vehicle until this has been done. Drivers will be notified once the report comes back from the DMV as to the status of their driving privileges.  
Non-MCC affiliated persons cannot drive the van but may be a passenger in the vehicle.

**\*NOTE: Please be aware that this process could take several weeks. Please plan accordingly.**

3. The Monroe Community College Association, Inc. Board of Directors approved the following van-use policy:

- A) Any person using an MCC Association van must receive an authorization letter signed by the Director of the MCC Association stating that they have been cleared by Administrative Services and the Department of Motor Vehicles prior to driving an MCC Association van. This advance clearance also applies to anyone renting an off-campus vehicle.
  - B) The stipulations for van usage are as follows:
    - i. Approved drivers may use vans for travel if the trip is less than 250 miles round trip. If the trip is over 250 miles, a second driver must accompany the group to complete the trip.
    - ii. The Director of Athletics or the Director of the Campus Center must approve all van travel for Athletics and/or Co-Curricular Programs respectively.
    - iii. Bus travel should be the first option for all athletic travel.
4. All drivers are expected to adhere to the Motor Vehicle laws of any state or country in which they're driving a vehicle.
  5. Controlled substances may not be consumed for a minimum of six hours prior to driving a vehicle. Controlled substances may not be consumed or transported within any M.C.C. or rental vehicle.
  6. Smoking is not permitted in any Campus Center vehicle.
  7. Vehicle passenger maximums must be adhered to.
  8. A complete list of participants who will be riding in any vehicle must be registered at the Campus Center Office for submission to Public Safety. This is all part of the travel packet that must be filled out **BEFORE** trips are arranged (see Trip Packet information).
  9. The 2006 and 2007 Ford vans are now equipped with "Speed Pass" so you do not have to pay tolls out of pocket unless you want to. The charge for the toll will be charged back to your account when the statement comes in. You must figure these charges into your trip budget.
  10. No connecting of any trailers, hitches or luggage racks to any vehicle is permitted.
  11. Inside the van packet will be the van key, a mileage log (which must be filled out every time the van is used), a folder with copies of insurance card, registration, inspection, AAA card and tax exempt form. All of these objects must remain in the packet.

## **Bus Rental**

When contracting with a bus company for a school-sponsored trip, it is expected that college staff will contact several companies to obtain desirable rates and options. Once a decision is made, staff is expected to obtain pre-approval from the Finance Manager and have completed all necessary forms prior to entering into a contract. All bus contracts for co-curricular programs must also be approved by the Director of the Campus Center. In addition, a Certificate of Insurance (COI) must be obtained from each separate bus company and sent to the Director of the MCC Association, Inc. or his/her designee for retaining on an annual basis. The COI does not have to specifically name the MCC Association as an additional insured since most companies will not do this without a fee. However, they should, free of charge, be able to provide you with a standard COI.

## **Personal Vehicle Use**

- **For Students**

Students are allowed to use their own vehicles on a voluntary basis as transportation at these events if the event is local – in this general vicinity. An example would be an MCC group going to the Baden Street Settlement House or to a child care center for a Christmas Party. The owners/drivers must provide their own

insurance coverage; all student participants choosing to ride in a private automobile do so voluntarily and at their own risk. The College and/or MCC Association, Inc. (Association) shall not insure or accept liability for any damage, loss or injury resulting from the use of a participant's vehicle(s). The College and/or Association does not provide comprehensive or collision (physical damage) insurance for an employee's (whether a student employee or non-student employee's) personal vehicle driven on College and/or Association business, and the employee is responsible for primary liability insurance. The College and/or Association Business Automobile Policy does not provide excess liability coverage for any employee, student, or volunteer operating their personal vehicles for the use of any activity authorized by the College and/or Association. When a student is traveling in his/her own vehicle for any college-related function, if they are involved in an accident, the student's own insurance would be charged first. Anything that is not covered will then be evaluated by the College/Association insurance carrier. If a student does not feel comfortable with this policy, they should not drive a personal vehicle for college involvement.

- **For Staff/Employees**

Staff members should not drive their personal vehicles for college business. If a staff member does use his/her own vehicle on a voluntary basis for a local trip to purchase supplies or for a local Student Association event, the same rules and restrictions (above) apply regarding insurance. If they are involved in an accident, their own insurance would first be charged toward this accident, and anything not covered will then be evaluated by the College/Association insurance carrier.

### **Rental Vehicles**

1. Drivers must be 21 years of age to drive a rental vehicle and cleared through the Administrative Services Department of Monroe Community College.
2. **Always** insure that the Rental Agreement is in the name of the Monroe Community College Association, Inc. Generally, all rentals should be reserved by the Campus Center and this will be done automatically.
3. The individual must accept the Liability Coverage on a rental contract.
4. Decline all other rental company insurance.
5. When picking up the vehicle(s) ask the agency where you should return the vehicle.
6. Check all accessories before departure, including spare tire and jack.
7. It is usually best to refuel the vehicle before returning to the rental agency. When renting the vehicle, inquire what the cost of the fuel will be if refilled by the Agency. If it is higher than the gas stations nearby, please be sure to refill the tank prior to returning the vehicle.

### **Use of the MCC Association, Inc. Van**

1. Drivers must be 18 years of age to drive a vehicle owned by the MCC Association, Inc.
2. Contact the Campus Center Operations Office Aide who will:
  - Check to see if the van is available on the calendar.
  - Fill out appropriate paperwork. There is a daily van use charge of \$40.00 per day for departments other than the Campus Center Association or Clubs / Organizations within the Campus Center.
  - Verify that all materials are in the Van Pack and explain the mileage log before transferring to designated driver.

- Log Van Pack back in upon return and check to be sure all materials are returned. **You will be held responsible for the loss of any materials in the Van Pack upon your return.** Please be sure to keep it zipped and to place it in a secure place when it is not with you.
- The Campus Center vans are not to be used to transport cargo.

3. When returning vehicle(s), please:

- Secure all doors and windows and turn off all interior/exterior lights.
- Be sure to return vehicle to designated space (loading dock at building 3 – park in space designated for MCC vehicles).
- Make notation on the mileage log if any damages occurred or any problems arose while the van was in your possession.
- Return the van pack to the Operations Office as soon as you return. If the office is closed please return the van pack to the Public Safety Information Desk located in building one near the main entrance.
- Notify the Operations Office either personally, by email or phone call to x2548 if any items were used from the First Aid Kit or Emergency Kit. These kits must be restocked immediately after use.
- Van should be returned with the same amount of gas that was in it as at the start of your trip. If the van requires gas while you are on your trip, either use the M.C.C. Association credit card you obtained for trip expenses, or purchase gas yourself and submit your receipts for reimbursement. BE SURE to retain the receipt for all vehicle expenses and submit them to the Campus Center Office with your paperwork.

5. Accident Procedure:

- Stop your vehicle and check for personal safety of all occupants.
- Protect yourself from further accidents.
- Call the police.
- Trade information with other driver(s).
- Get witness information.
- Write down details of accident.
- Get a copy of the police report.
- Never admit fault.

Please report accidents immediately to the Campus Center Office at (585) 292-2534. If the office is closed, call Public Safety at (585) 292-2911.

## **W E L C O M E   W E E K**

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A variety of events take place the second week of each new semester to introduce new and returning students to the Co-Curricular program and the opportunities available by joining a club or organization. It provides current clubs an opportunity to promote their organization to the College community and to recruit new members. Sign-ups are required for a club to have a table and any special equipment. Information for this week is normally available in the Welcome Back Pack provided by the Campus Center and it is promoted through the MCC student tribune.

# **Budget Policies**

## **CLUBS AND ORGANIZATIONS POLICY RESTRICTIONS**

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1. Honoraria for local speakers sponsored by a chartered club or organization shall be restricted to a \$75.00 maximum unless prior approval is given by the Director of the Campus Center or his/her designee.
2. Student Life Fees will not pay individual student or advisor membership dues for local, state and national organizations.
3. Funding for off-campus award banquets, picnics, socials or similar activities sponsored by clubs and organizations may not be approved for food/beverage related items; however, funds may be approved for facility rental, car rental and off-campus speaker (entertainer) who is sponsored by the club or organization, and other related expenses, where financially possible.
4. SUNY Fiscal and Accounting procedures for Mandatory Student Life Fee Programs shall be followed.
5. Annually, the Monroe Community College Association, Inc. Board of Directors shall incorporate funding for one charity event each at both the Brighton and DCC campuses, or one collaborative event sponsored by both campuses, per year. These charity events are intended to focus on supporting our Rochester area community charitable organizations and to encourage civic responsibility among students. The budgeted funds are intended to cover the costs for conducting the events and all proceeds received from participants/supporters of the event will be donated to predetermined community (non-MCC) charities. All other fund-raising activities conducted by organizations financially supported by the Monroe Community College Association, Inc. shall be required to pay all expenses related to conducting the fund-raising event from the proceeds of the event. After all expenses are paid, the balance of funds (profits) can be applied to the fund-raising purposes.
6. All programs organized to support off-campus charitable organizations must be approved in advance by the Director of the Campus Center at Brighton and/or the Dean of Student Services at the Damon City Campus. Fund-raising by student organizations to support the Student Leadership Scholarship Program will not be permitted.

## **CLUBS AND ORGANIZATION SPECIFIC-ONLY POLICIES**

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1. Clubs who have been allocated an annual budget must submit an updated outline of how the funds will be spent in that fiscal year no later than November 1 of each year. If this is not done, the budget allocated to the club may be transferred to the Senate Contingency account. All unexpended funds from the updated outline budgeted for the fall semester will be transferred at the end of the semester to the Senate Contingency, unless otherwise approved by the Director of the Campus Center.
2. All chartered clubs must submit club materials including an updated officer roster, advisors and other required materials, participate in the Activity Fair in September and January, implement activities/programs, and participate in the monthly Student Association Roundtable meetings in order for budget requests to be given full consideration. It is also suggested that clubs participate in New Student Orientations in July, August and January.  
  
<http://www.monroecc.edu/depts/stucenter/orientation.htm>  
<http://www.monroecc.edu/depts/dstuserv/orientation/index.htm>
3. Clubs and organizations who meet the budget criteria may apply to the Senate Contingency account (see form in the Appendix) for programming funds throughout the year. Detailed information regarding the program, amount of funds requested, how the funds will be used and the goals and intended outcomes of the program to the Senate for consideration. This should be done as early in the year as possible, but no less than three full weeks prior to the proposed program.

## **CREDIT CARDS POLICY AND USE**

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1. Purchasing items in person at the retail site or via the Internet: Equipment purchased for \$500 or more must be purchased by a Purchase Order and not by a credit card. Equipment purchased for \$500 or more must be decaled and listed on the Plant Fund Account. Exceptions may be made by the Association's Director or his/her designee.
2. Travel expenses such as gasoline and hotel fees.
3. Credit cards, credit card receipts, purchase receipts, and on-line order confirmations must be returned to the Association Business Office within 24 hours of return to Campus or purchase date. Receipts and on-line order confirmations must include the date and dollar amount of purchase.
4. For receiving control, a copy of the green and white requisition form must be submitted to the Operations Manager for any non-equipment items purchased with a credit card.
5. A student or advisor who is authorized with paperwork to utilize the club credit card must submit the paperwork for purchases two days before the anticipated date of use. For trips, the paperwork must be completed and submitted one week before the date the credit card is needed.
6. The card may be signed out from the Campus Center Service Desk anytime during normal business hours.
7. The card must be returned within twenty-four hours of signing out the card, or within twenty-four hours of returning from a trip. Receipts must be turned in at the time the card is turned in.
8. If a student or advisor does not follow these procedures, the student's or the advisor's privileges of utilizing the club VISA card may be revoked for the remainder of the semester. In some cases, if abuses of the card are continuous, termination of card usage can be permanent.

## **DEVELOPMENT FUND AND RENEWAL AND REPLACEMENT**

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1. Requests for annual capital construction/renovation projects, new major equipment purchases, or special projects utilizing the development funds must be submitted to the Association's Director or his/her designee and must be approved by the Association Board of Directors.
2. Requests for expenditures from the Renewal and Replacement Account must be approved by the Association's Director. Major expenditures (over \$15,000.00) will require approval by both the Association's Director and Association Board of Directors.
3. In the event that co-curricular activity teams qualify for National Tournaments, all funding will be expended from the National Tournaments and Trips account. A National Tournament and Trips Budget must be submitted and approved by the Association's Director and the Vice President Student Services (Chairperson of the Association, Board of Directors) prior to the trip. The budget must include a list of all individuals traveling.

## **ENCUMBRANCES AND PURCHASE ORDERS**

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End of year wrap-up: The year is rapidly coming to a close and we need to begin to finalize all purchases and encumbrances to ensure that they are captured in the current budget year. You will be receiving your budget cards as of April 30th shortly after the end of the month. Please review and submit any additional encumbrance and purchase order requests to the Business Office by May 25<sup>th</sup>. All purchases that you would like to go into this

year's budget must be completed by June 30<sup>th</sup> so please plan ahead if your order will take an extended period of time to be completed. Please be sure to verify that you have a balance in your budget prior to submitting a request.

Failure to obtain approval prior to purchases being made will result in one of the following:

- The club or organization's budget will be fined \$25 the first time a purchase is made without prior approval. The fine will be placed in a fund that any club or organization may petition additional funds from. Petitions will be reviewed and approved or rejected based upon the facts and circumstances of the request as well as available funds. The club or organization's prior paperwork violations will also be considered in the approval process.
- The second time the club or organization fails to obtain pre-approval the club or organization's student leaders and advisor will be required to meet with a representative from the Vice President of Student Services office.
- The third time the club or organization fails to obtain pre-approval, the person or persons who initiated the purchase will be personally responsible for the purchase and no further purchases will be allowed until the purchase is paid for. The club or organization's student leaders and advisor will be required to meet with a representative from the Vice President of Student Services office if they would like to dispute being held personally liable.

Payment for purchases will not be made without proper documentation of the purchase. Proper documentation can be in the form of receipts, invoices, printouts of an on-line confirmation, etc.

- Failure to provide proper documentation for a purchase will result in the following:
  - A message will be sent to the preparer and the person who countersigned the request form indicating the missing documentation. The individuals will then have 5 business days to provide proper documentation.
  - If the documentation is not turned into the business office within the 5 days, the club or organization will not be able to make any additional purchases until the paperwork is received by the business office.
  - If proper documentation is still not submitted after 30 days, the purchase will become the personal responsibility of the individual who initiated the purchase.
- Failure to provide receipts for all purchases made on an Association credit card will result in the following:
  - A message will be sent to the preparer and the person who countersigned the request form indicating the missing receipts. The individuals will then have 5 business days to provide the receipts.
  - If the receipts are not provided within the 5 days, the credit card must be turned into the business office and further purchases on the credit card must be completed by a sign-out process through the service desk for a period of 2 months. If the credit card is not returned to the business office, the card will be deactivated until the card is received by the business office. After the 2 month sign out process, if all receipts have been provided in a timely fashion, the card will then be returned to the individual. Continued failure to return receipts in a timely fashion will result in the individual forfeiting the ability to use an Association credit card.

- If the receipts are not provided within the 5-day requirement for purchases on one of the Association's club cards, the individual and club will forfeit the ability to use a club card until all of the outstanding receipts are submitted. In the event that a club card receipt is not turned in within 30 days, the purchase will become the personal responsibility of the individual. The club or organization will not be allowed to use an Association credit card until payment on the charge is received by the business office.

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**I N S T R U C T I O N S   F O R   P U R C H A S I N G   /   R E Q U E S T   F O R M S**

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1. Check off the appropriate box (i.e. Purchase Order, Credit Card or Check or Per Diem/Meal Money)
  - a. Purchase Order-to be used to place an order
  - b. Club Card-to be picked up by student/club, etc. either at the Campus Center Information and Service Desk (Brighton Campus) or at the DCC Campus Center Office (Damon Campus)
  - c. Credit Card-to be used for purchases on individual's credit card **\*\*Make sure to put who's credit card was used\*\***
  - d. Check-check to be cut and mailed to vendor
  
2. Completely fill out the Vendor information.
 

**\*\*If you will be using the credit card at more than one store, you need to list each store\*\***
  
3. Fill in the Date, Account Number and Account Name, Project ID and Project Name (if applicable), Event/Purpose, Amount Requested (estimated amount to be used), When (i.e. date of event), Where, and For Whom (see attached examples). Do NOT write in the PO# box. Verify that the Project's budget has enough funds available in the account being charged to cover the purchase.
  
4. If you have numerous items, you may attach a separate piece of paper (i.e. a quote). Otherwise, write down the Quantity and Description of what the item is.
  
5. Sign the Request Form on the "Preparer's Signature" line.
  
6. Have your department head/supervisor sign on the "Approved By" line.
  
7. Submit all three pages of the request form with corresponding quotes or supporting documentation to the business office for pre-approval. Once pre-approved you will get the request form back to initiate the purchase.
  
8. After the items are purchased, write in the Unit Price (price per item) and the Total Amount of each item. **\*\*Make sure to calculate the total of all items purchased and write the amount in the Total box.\*\*** If the original estimate is significantly different from the actual purchase amount, please submit the reason along with the proper supporting documentation (receipts, invoices, printouts of an on-line confirmation, etc.) and submit within three business days to the finance manager for retention.
  
9. Keep the yellow "Requisitioner" copy for your records.
  
10. Submit the white accounting copy of the Request Form with the supporting receipts and invoices to the Finance Manager for audit.

KEY POINTS TO COVER

- If individual credit card used, make sure to put name of the card holder
- Make sure the account number and the project number are in the correct spots
- Make sure the Event/Purpose, Amount Requested, When, Where, and for whom are filled out.

## **PURCHASING**

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1. Expenditures involving Student Life Fee funds (including credit card purchases) will not be honored unless a request for funds or purchase order has been approved in advance of such purchases or commitments, with the exception of discretionary budgets and routine operations. Approval is needed by the respective professional coordinator and the Campus Center Director and/or Association's Director or his/her designee.

Project Control accounts 1181, 1506, 1507, 1508, 1515, 1520, 1530, 1532, 1534, 1540, and 7104 through 7945 require a student representative signature and Campus Center Advisor signature on all expenditure requests from September 15 to May 15. Exceptions may be made by the Association's Director or his/her designee in the event the respective student representative is unavailable and it is deemed necessary for the success of the program/service.

2. Petty cash - reimbursement for approved purchases will not be honored unless the request is accompanied by receipts. Per Diem will be advanced to individuals by cash only. Receipts for all cash advances must be returned to the Campus Center Service Desk within 24 hours after purchases.
3. Purchases for all Association funded expenditures must be encumbered and received no later than May 15 in order to be charged against the budget year. Equipment purchases must be purchased by May 15 and received no later than June 30.
4. All contractual agreements in part or full involving Student Life Fee funds must be signed by the Campus Center Director or the Association Director or his/her designee. All contracts must be accompanied by an original W-9 Tax Form.
5. Student Life Fee monies may not be used for the purchase of alcoholic beverages with the exception of discretionary accounts.

## **REVENUE**

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1. Student Life Fee funded accounts will be maintained by the Monroe Community College Association, Inc. (hereafter referred to as the Association and/or the Corporation) business office.
2. Revenue collected from Student Life Fee funded functions must accrue to an Association revenue account unless otherwise approved, in writing, by the Association's Director or his/her designee.
3. A complete income accountability of all events requiring an admission charge is required for events financed either in part or full from Student Life Fees. Groups selling tickets to events must follow the Association ticket sale procedure.
4. Revenue in the Private Agency Fund account may be used by the Association at the discretion of the Association's Director or his/her designee. This revenue comes from interest earned on the account. Also, revenue remaining in Club and Organization Private Agency Accounts that are inactive at least two consecutive years accrues to the Fund Account.
5. The MONROE DOCTRINE (MD) equipment account restriction: Advertising revenue must be on deposit before expenditures can be withdrawn from this account. Budget transfers cannot be made from this account. This account is for the sole purpose of equipment and technology purchases and non-expendable supplies that serves to support MD newspaper production.
6. All fees charged by the Association require the approval of the Director and the MCC Association, Inc. Board of Directors (i.e. Orientation; Photo ID; MD Advertising; Rental of Vehicles; Fax Machine; NSF Fees; etc.).

## SUNY FISCAL AND ACCOUNTING STATEMENT

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See Appendix for complete document.

### TRANSFER REQUESTS

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Transfers of funds are allowed between budget lines within the same Project ID. A transfer request may be declined by the Campus Center Director or Association's Director or his/her designee, if not in the best interest of the mission of the Association. Transfer of Fund requests between Budget Control accounts must be submitted to and approved by the Campus Center Director or the Association Director or his/her designee.

### TRAVEL

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1. **Educational Trips** Travel expenses for all SA Clubs, Organizations, and Athletics will be up to 100% funded (i.e. transportation, meals, lodging, registration fees), if the trip is determined to be educational in nature and will serve to enhance the student organization's mission. A trip expense plan must be submitted to the Association's Director or the Campus Center Director (for clubs and organization trips) or his/her designee that identifies all expenses required for the trip. Included with the trip expense plan must be a written statement that states the purpose of the trip, activities, and student learning objectives. Failure to comply may impact future funding.

Funding may be received for travel in accordance with the following guidelines:

| STUDENT MEAL MONEY*     | 1 MEAL  | 2 MEALS | 3 MEALS | NOT TO EXCEED* |
|-------------------------|---------|---------|---------|----------------|
| SA Club Travel          | \$11.00 | \$16.50 | \$25.00 | \$25.00        |
| SA Mandated Travel**    | \$11.00 | \$16.50 | \$25.00 | \$25.00        |
| Athletics Sports Travel | \$11.00 | \$16.50 | \$25.00 | \$25.00        |

**Clubs and Organizations:** All students participating in educational trips are required to submit, in advance, their goals for the trip to the Campus Center Director or his/her designee. Upon return, trip participants must submit a written evaluation of the trip within one week. Failure to comply may impact future funding. A committee consisting of the SA Presidential Cabinet Finance Coordinator, along with three senators who are not associated with any club and a Campus Center Advisor will review and recommend to the Campus Center Director travel funding requests from clubs requesting to utilize the club travel budget. The Director of the Campus Center or his/her designee will have final approval.

- \* A differential of up to \$10 per day in student meal money may be requested in addition to the above-approved student meal money guideline for travel to expensive locations. However, it must be approved by the Director of the Campus Center or the Association's Director or his/her designee for SA Club Travel, SA Mandated Travel and Athletic Sports Travel.

- \*\* SA Mandated Travel: National Conference(s), National Athletics Events.

2. **Recreation/Social Trips**

Travel expenses for trips that are determined to be recreational or social in nature will be funded up to 50% (i.e. transportation, meals, lodging, and registration fees). A trip expense plan must be submitted to the

Association’s Director or the Campus Center Director (for club and organization trips) or his/her designee that identifies all expenses required for the trip. Also included must be a statement of the purpose for the trip, and a detailed plan of how the balance of funds needed for the trip will be raised by the organization. (See Trip Planner in the Appendix for these forms.)

Funding may be received for travel in accordance with the following guidelines:

| <b>STUDENT MEAL MONEY*</b>       | <b>1 MEAL</b> | <b>2 MEALS</b> | <b>3 MEALS</b> | <b>NOT TO EXCEED*</b> |
|----------------------------------|---------------|----------------|----------------|-----------------------|
| <b>Clubs Recreational Travel</b> | \$4.00        | \$6.00         | \$9.00         | \$9.00                |

\* A differential of up to \$10 in student meal money may be requested in addition to the above-approved student meal money guideline for travel to expensive locations. However, it must be approved by the Director of the Campus Center or the Association’s Director or his/her designee for SA Club Travel, SA Mandated Travel and Athletic Sports Travel.

\*\* SA Mandated Travel: National Conference(s), Regional, District and National Athletics Events.

| <b>ADVISOR AND COACH PER DIEMS</b> | <b>1 MEAL</b> | <b>2 MEALS</b> | <b>3 MEALS</b> | <b>NOT TO EXCEED</b> |
|------------------------------------|---------------|----------------|----------------|----------------------|
| <b>SA Club Travel</b>              | \$11.00       | \$16.50        | \$25.00        | \$25.00              |
| <b>SA Mandated Travel**</b>        | \$15.00       | \$23.00        | \$35.00        | \$35.00              |
| <b>Athletics Sports Travel</b>     | \$11.00       | \$16.50        | \$25.00        | \$25.00              |
| <b>Clubs Recreational Travel</b>   | \$4.00        | \$6.00         | \$9.00         | \$9.00               |

\*\* SA Mandated Travel: National Conference(s), Regional, District and National Athletics Events.

### **3. Who May Participate in SA Sponsored Travel**

Students, Staff, and Advisors fall under the College’s Code of Conduct rules and regulations when participating in any off-campus trip. Additionally, only those DIRECTLY affiliated\* with Monroe Community College and/or Monroe Community College Association, Inc. may participate in SA sponsored trips. That means, unless you are a student, faculty or staff member, you may not participate in an SA sponsored trip.

### **4. Trip Cancellation Policy**

Trips may be canceled or postponed by the Campus Center or Association’s Director or his/her designee due to any adverse conditions, when the safety of the trip participants may be in question.

(\*This would include children, parents, spouses and/or partners, and friends of the affiliated person.)

## 5. Staff Development Travel

Campus Center employees and Association staff Professional Development Travel will be funded 100%.  
Mileage reimbursement: Mileage is reimbursed at the College mileage reimbursement rate.  
\$35/day per Diem (1 meal=\$15.00; 2 meals=\$23.00; 3 meals=\$35.00)  
Trips must be approved by the Campus Center or Association's Director or his/her designee.

## 6. Transportation

For trips to Professional Development Conferences, staff is encouraged to utilize commercial transportation or to rent vehicles rather than use personal vehicles unless otherwise approved by the Director or his/her designee.

## 7. Common Adventure Travel

Trips organized by students not funded by the Student Association or under the supervision of the College Campus Center will be considered Common Adventure Travel and will not be funded by or considered a liability of the Student Association or Monroe Community College.

## 8. SA Advisors

- Under no circumstances will Advisors representing the College Student Association or the Association utilize their personal vehicles when traveling with students.
- Advisors for all Student Association organizations must be employees of the College or the Association.
- Advisors supervising Student Association sponsored trips must be employees of the College or the Association.
- SA funds may not be utilized to purchase gifts for Advisors other than the SA Club Advisors Appreciation Day or the Annual SA Awards' Banquet.

## 9. Student Transportation

### Long-Distance Travel

Student Life Fee-funded groups are required to use the Association vehicle (van) rental unless the vehicle is unavailable or prior approval for off-campus rental is granted by the Association's Director or his/her designee. Authorized student groups attending an approved SA funded trip are not allowed to travel in students' personal vehicles or travel without an authorized advisor. Exceptions are the SUNY Executive Conferences held in Albany on a regular basis.

### Local Travel

Students are allowed to use their own vehicles as transportation at these events if the event is local – in this general vicinity. An example would be an MCC group going to the Baden Street Settlement House or to a child care center for a Christmas Party. When a student is traveling in his/her own vehicle for any college-related function, if they are involved in an accident, the student's own insurance would be charged first. Anything that is not covered will then be evaluated by the College/Association insurance carrier. If a student does not feel comfortable with this policy, they should not drive a personal vehicle for college involvement. They should find a ride with someone else.

## 10. Trip Payment Procedure

Trip payments are made at the Campus Center Service Desk. Acceptable methods of payment include cash, money order and credit card. Checks are also accepted as payment IF the check writing/cashing policy is followed; (one \$25 maximum check per student per day) AND IF it is prior to three (3) weeks before the date of the trip. No checks will be accepted within three (3) weeks of the date of the trip.

**11. SA Fund Restrictions**

- SA funds may not be utilized for donations to community or charitable organizations.
- SA Funds may not be utilized of the purchase of alcoholic beverages (exceptions SA Discretionary Accounts).
- SA Funds may not be used to sponsor private clubs and organizations social events.
- SA Funds may not be utilized for the purchase of club or organization specific clothing or uniforms other than the College Athletic teams, Gospel Choir, Student Music Association, and MCC Step Teams. Exceptions may be approved by Association’s Director or his/her designee.