



STUDENT ASSOCIATION

2008-2009 Policies and Procedures Manual

**PRODUCED BY THE CAMPUS CENTER
AND THE MCC ASSOCIATION, INC.
8-OCT-08 PMS**

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Welcome

<http://www.monroecc.edu/go/campuscenter>

If you are reading this manual*, it probably means that you have made a decision to invest more in your college experience by becoming involved in the Co-Curricular Program. Through your involvement you are enriching your classroom learning by acquiring valuable skills which will enhance your life, your college experience and your career.

This manual was prepared by the Campus Center to provide information helpful to you in fulfilling your student leadership function at Monroe Community College. In order to meet your responsibilities effectively, knowledge of the policies and procedures which govern the Co-Curricular Program, as well as techniques of leadership, are essential.

Welcome to the world of interpersonal skill development, leadership training, and learning how to be a part of a dynamic group of students at MCC. We appreciate your contributions to the Co-Curricular Program. We hope you will find your involvement rewarding.

*This SA Policies and Procedures Manual will continually be updated as needed. We reserve the right to make any necessary changes to the policies and procedures contained herein at any time.

Mission of the Campus Center

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

“The greater the student’s involvement at college, the greater will be the amount of student learning and personal development.” Alexander Astin

Students learn and grow from all the experiences encountered while at college. A quality education causes the stimulation of and contributes to the growth of the entire being - cognitively, effectively, physically and socially. The primary mission of the Campus Center is to provide for and/or enhance the students' opportunities for developmental involvement in their educational experience at Monroe Community College. Its mission is grounded in Alexander Astin’s “Involvement Theory.”

The essence of the theory is, “The greater the students’ involvement at college, the greater will be the amount of student learning and personal development.” Student involvement is defined as the amount of physical and psychological energy the student devotes to the collegiate experience, and time and effort expended by the student in activities that relate directly to the institution and its programs.

The effects of involvement are multidimensional; involvement will not only improve student abilities to persist towards his/her educational goals, but will also intensify the developmental impact of the undergraduate experience on student personality, behavior, career progress, satisfaction, and achievement. Astin’s theory supports actively involving students in their educational experience. Through involvement, their talents are developed; they become bonded to the institution and persist through graduation.

As the “Hearthstone” of the campus, the Campus Center provides the opportunity for developmental student involvement. Within its walls, it provides a place for structured and unstructured interaction for students, faculty, and staff in a variety of ways. The Campus Center provides services of convenience to the College Community in order to increase discretionary time, meet basic needs, and increase opportunities for involvement. The Campus Center is a laboratory for learning experiences that enhance students’ educational objectives and life skills.

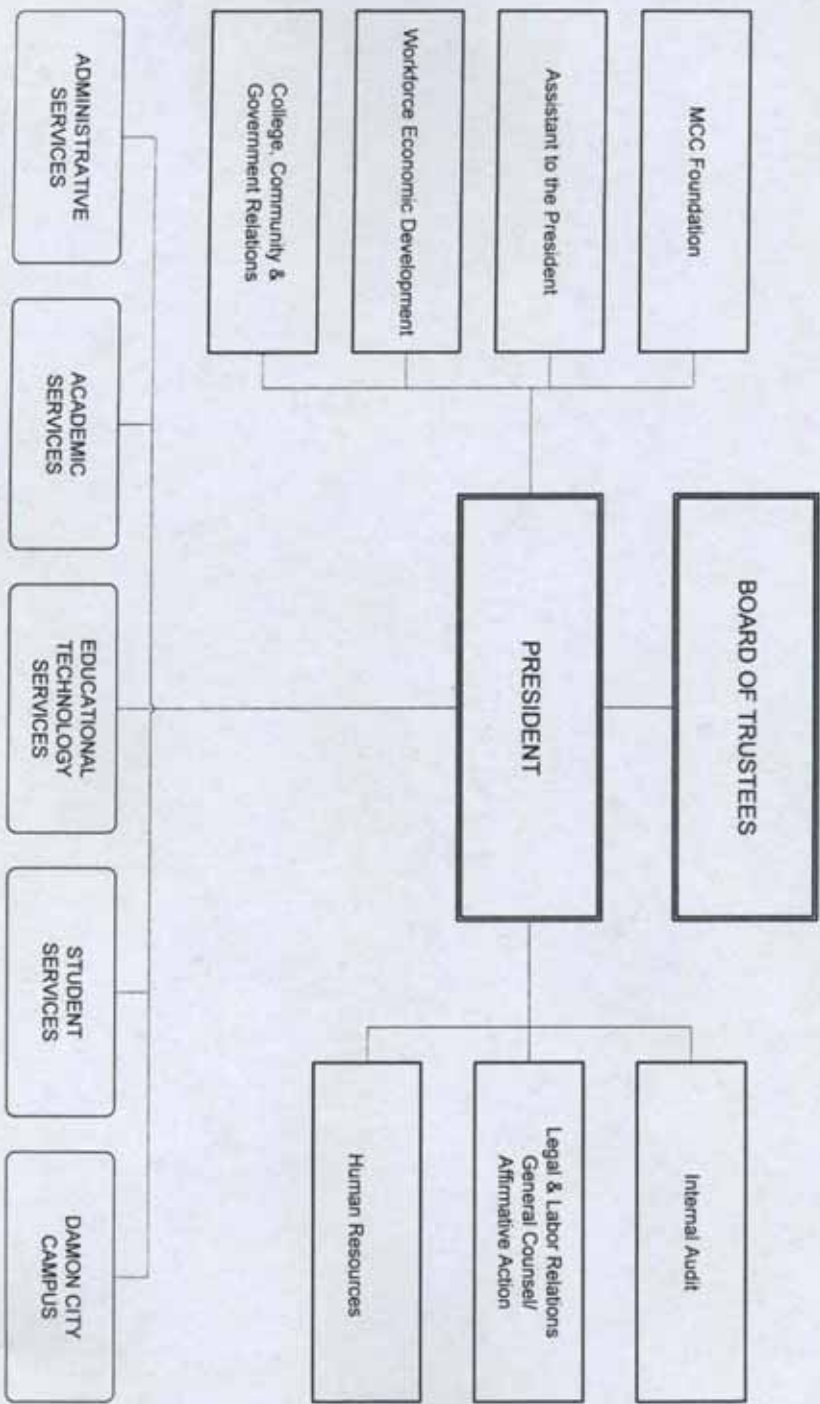
The staff members of the Campus Center are committed to enhancing the quality of student life through active involvement by students. They provide structural support and advice for programs and opportunities that develop citizenship, increase awareness and understanding of cultural diversity, allow for leadership growth and personal development. As the communication vehicle for the co-curricular needs of students, the Campus Center staff members address concerns, develop programs, disseminate information, advise and set policy, all of which enhance student involvement at Monroe Community College. The Campus Center is also an active participant in establishing an environment that is inclusive and embraces the essence of diversity through respect, appreciation of the opinions of others, and socialization.

MCC Organizational Charts

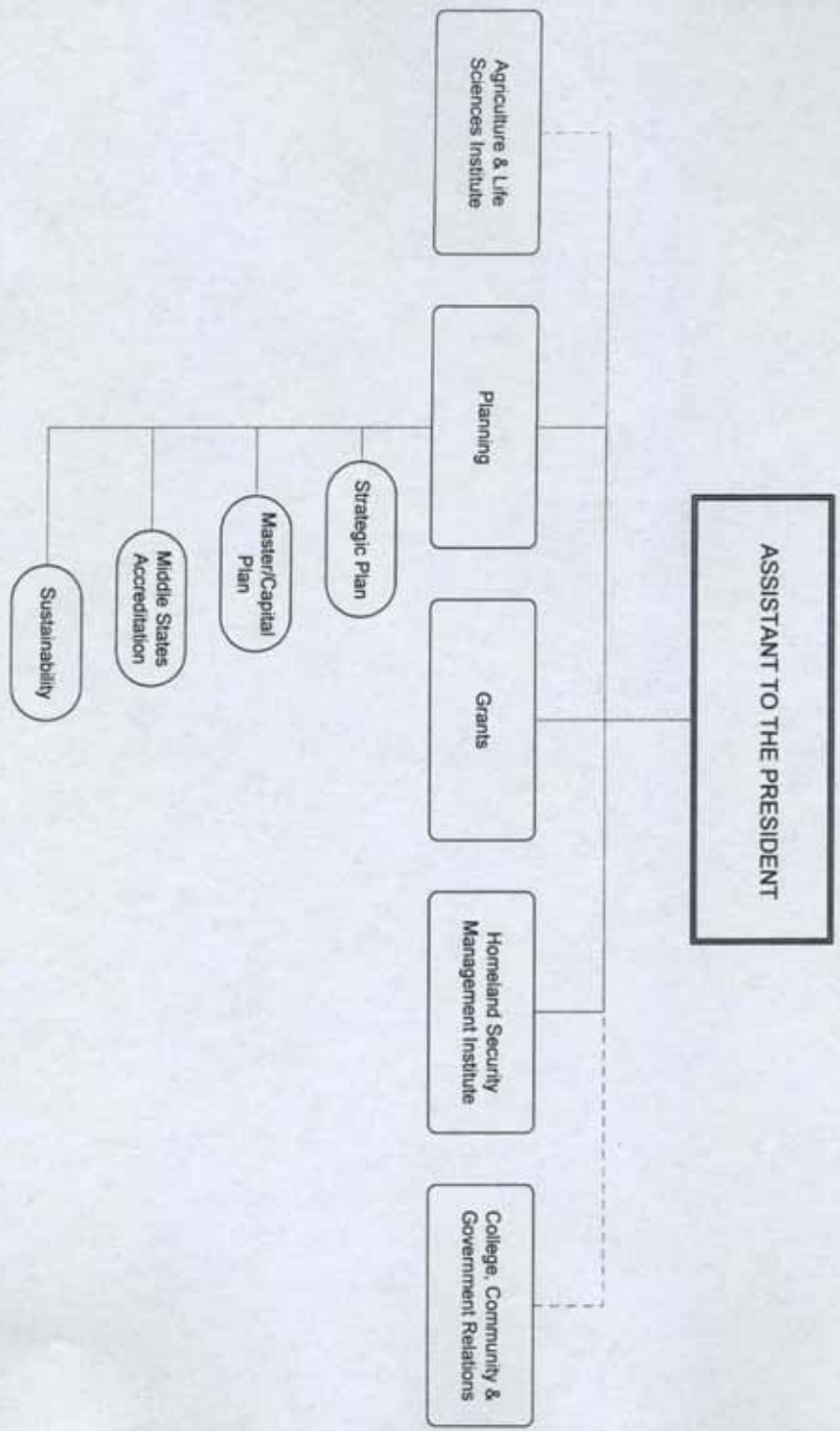
 <http://www.monroecc.edu/depts/mccadmin/index.htm>

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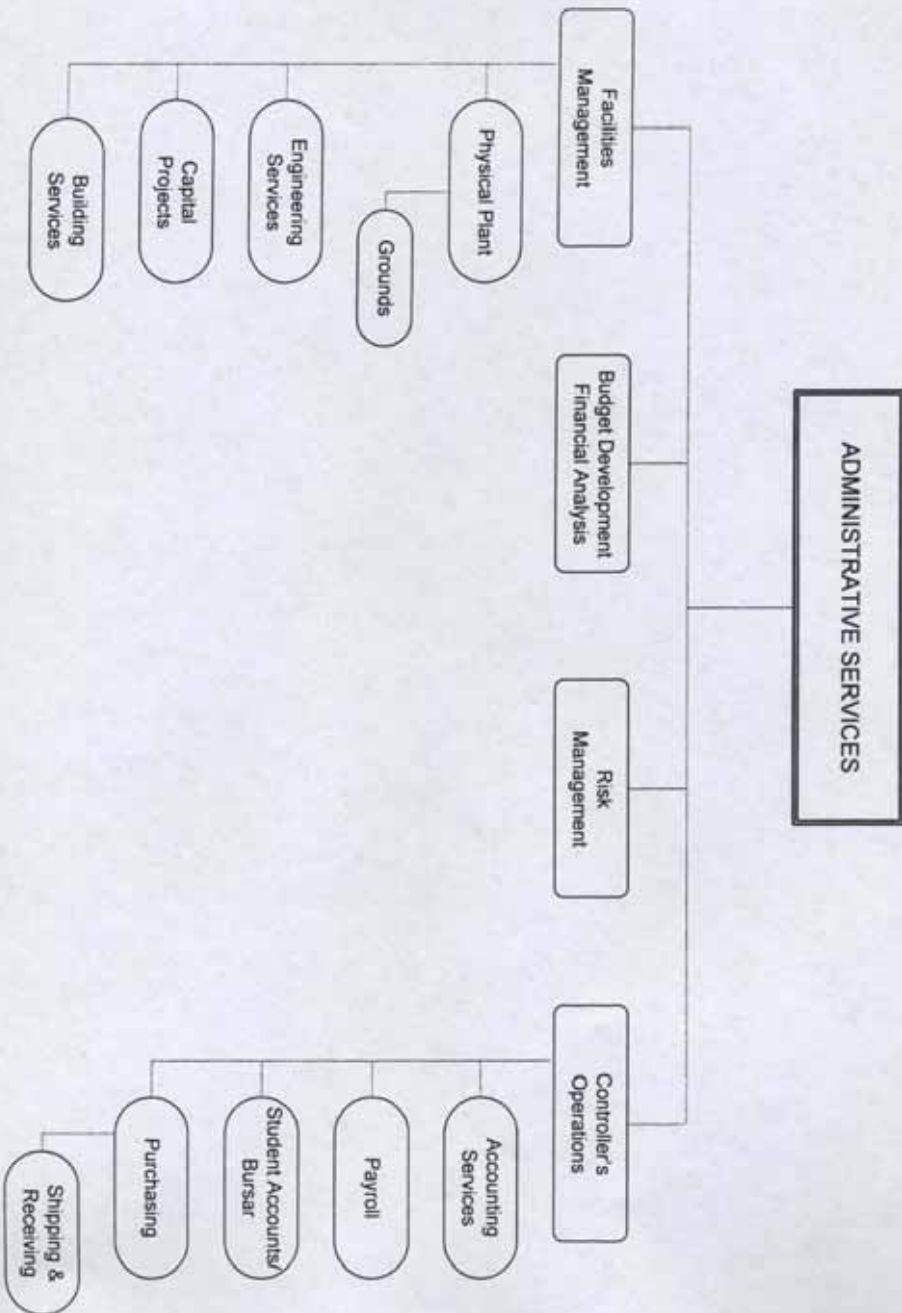
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 2008 – 2009
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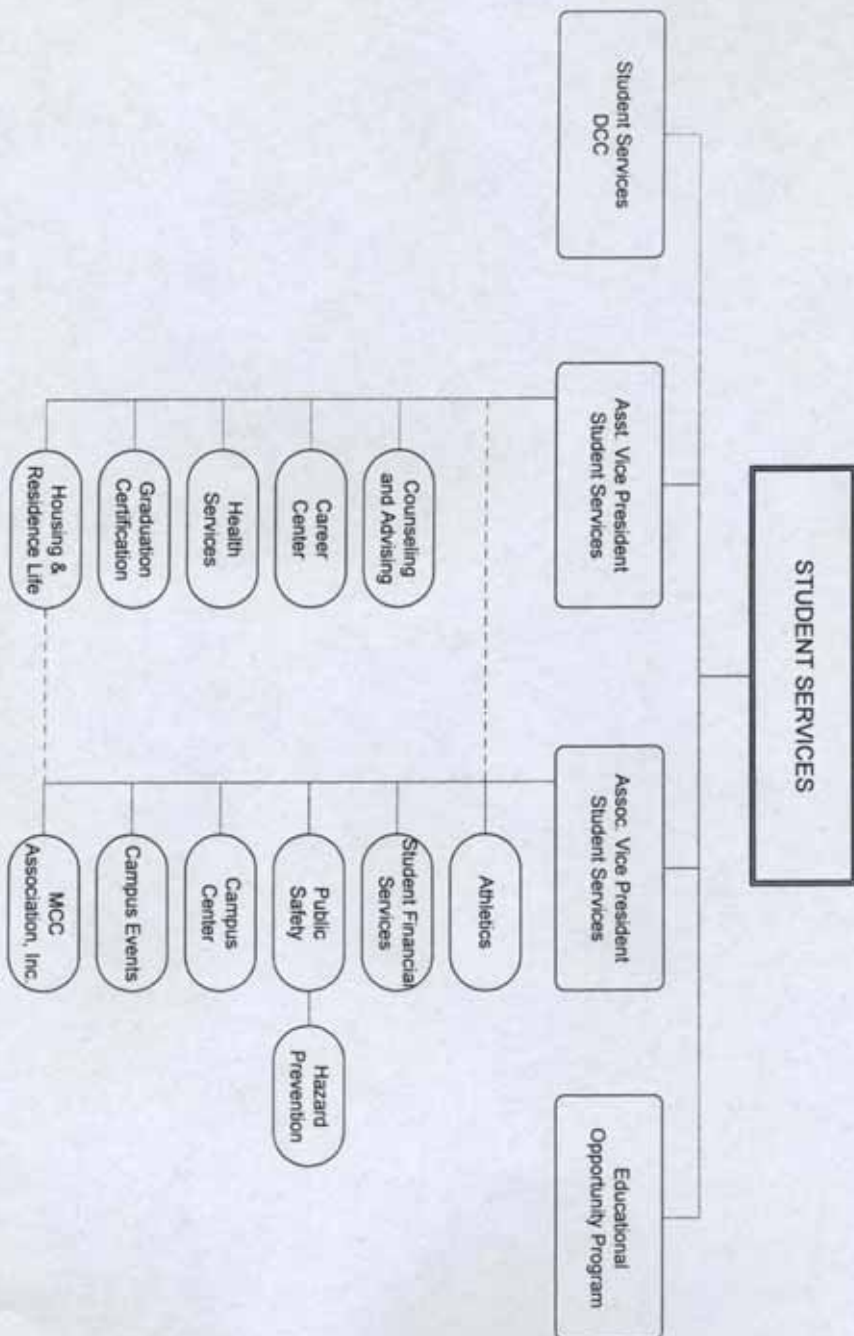
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2008 – 2009 OFFICE OF THE PRESIDENT
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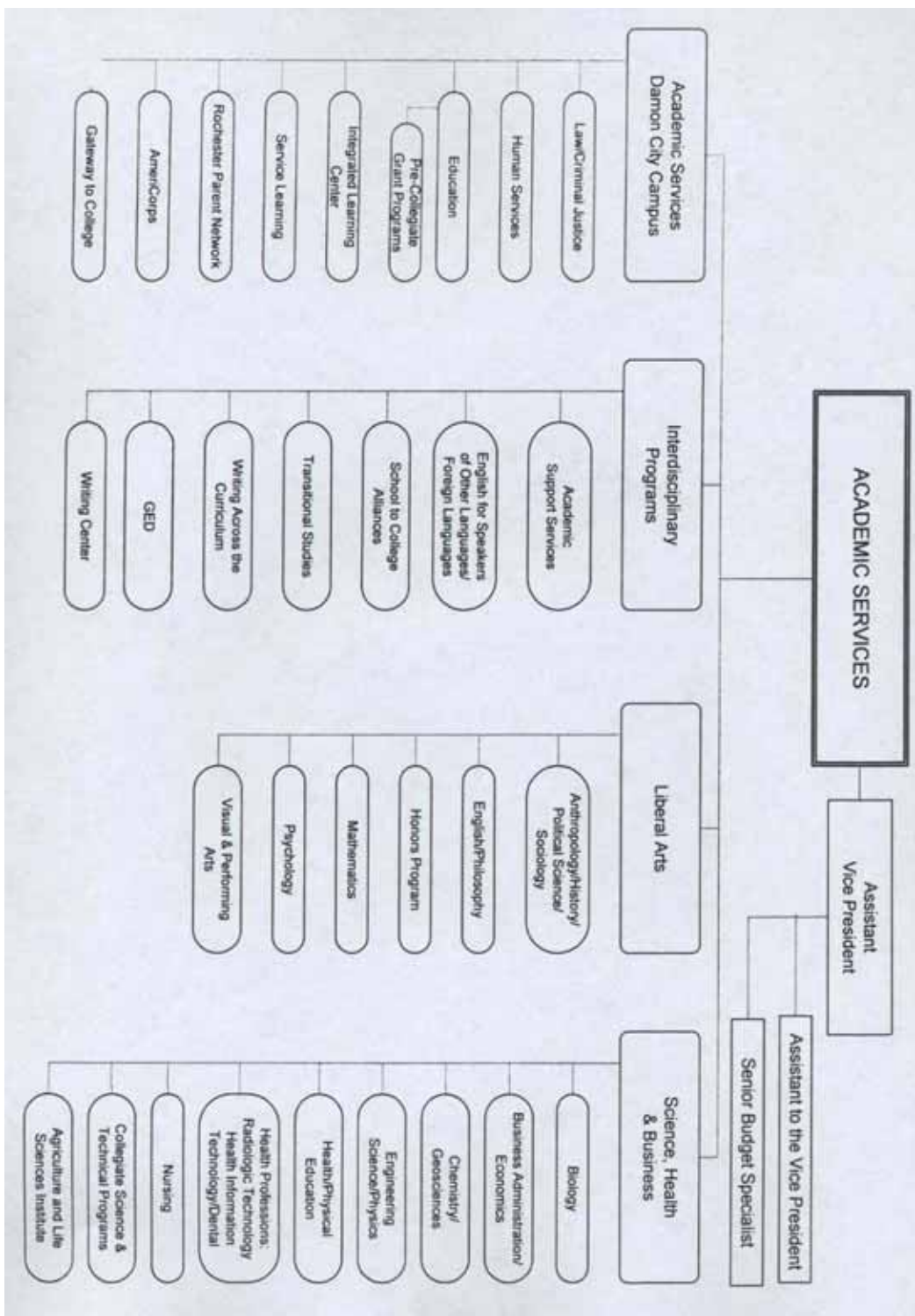
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2008 – 2009 ADMINISTRATIVE SERVICES
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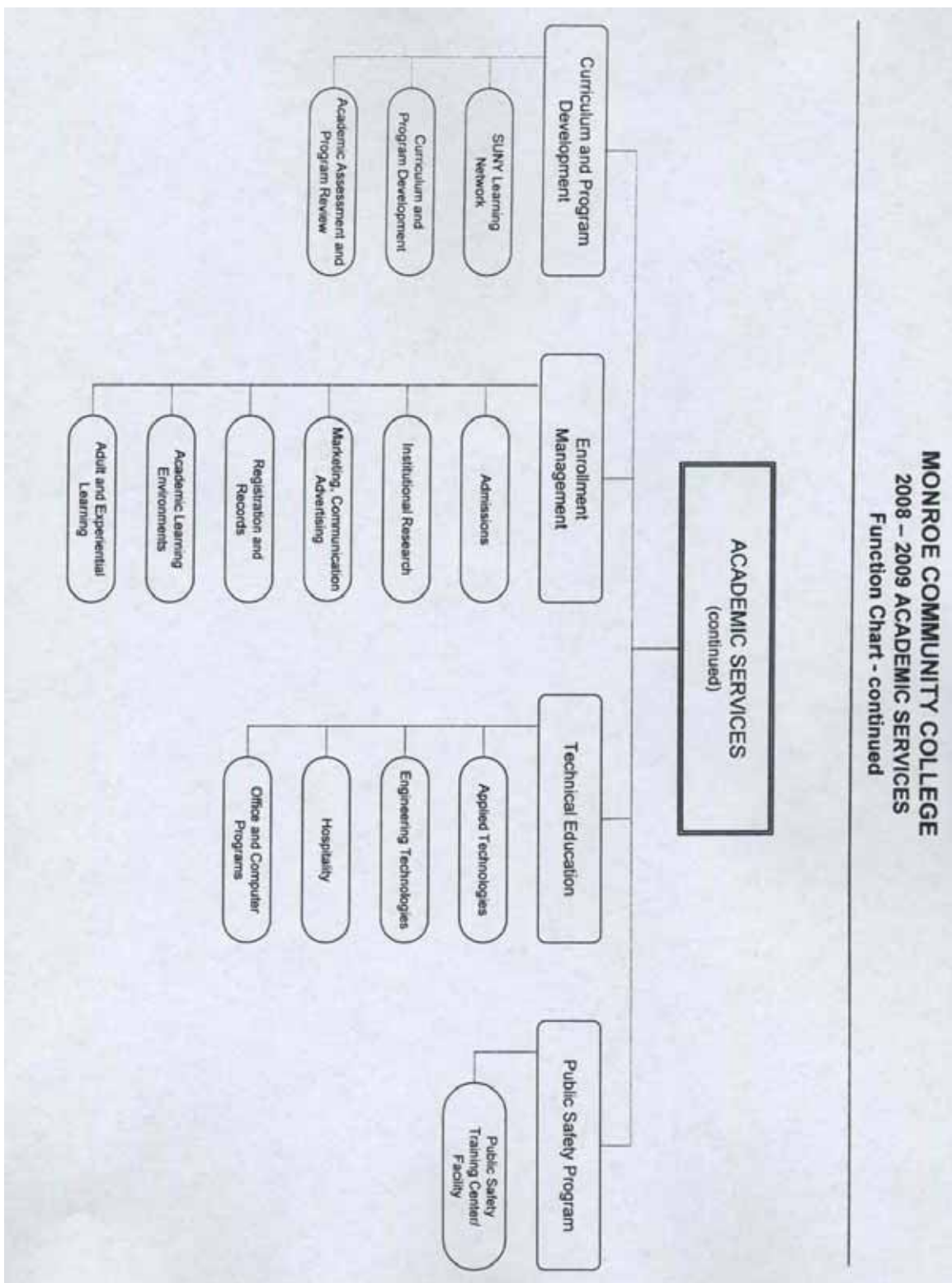
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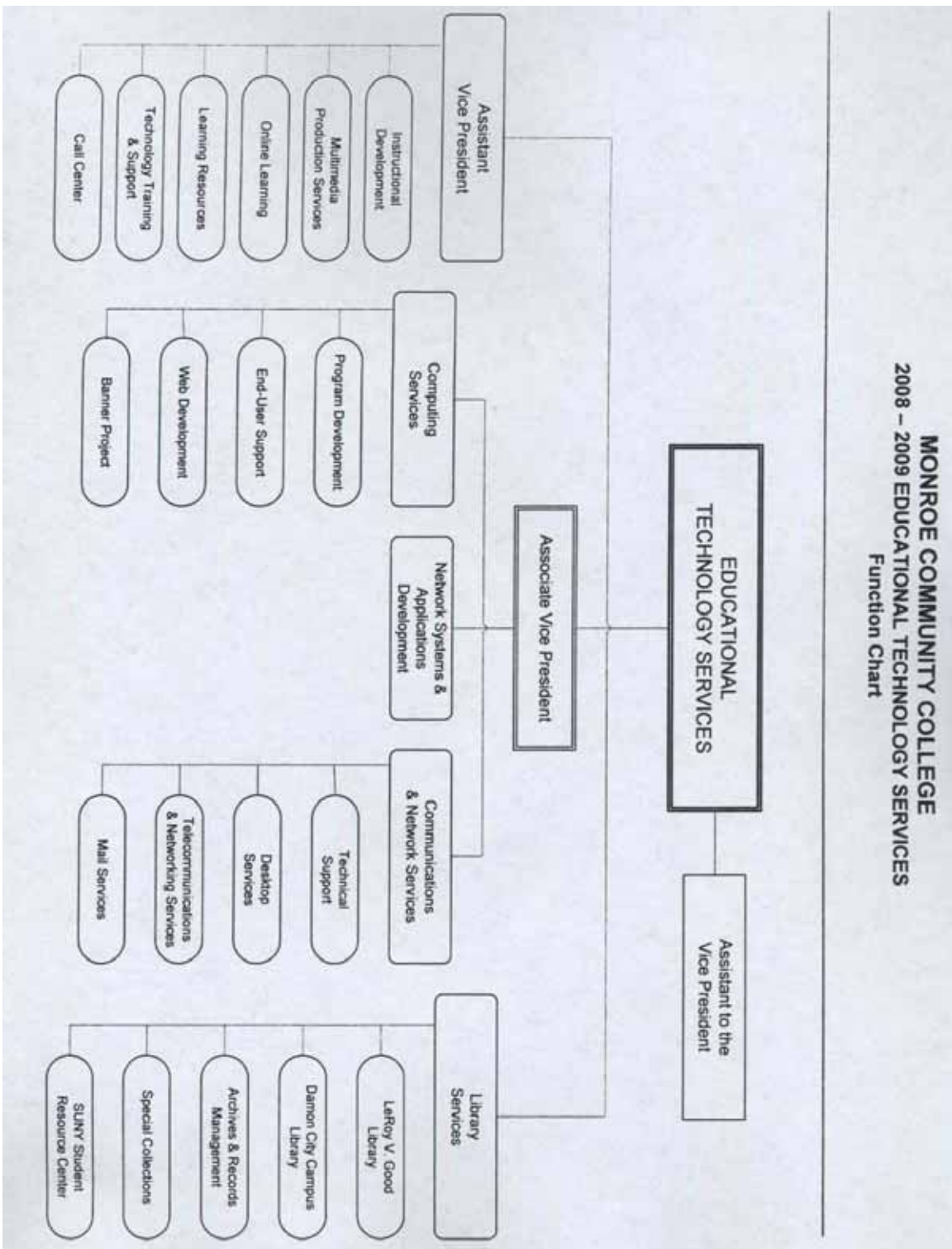
MONROE COMMUNITY COLLEGE
 2008 – 2009 ACADEMIC SERVICES
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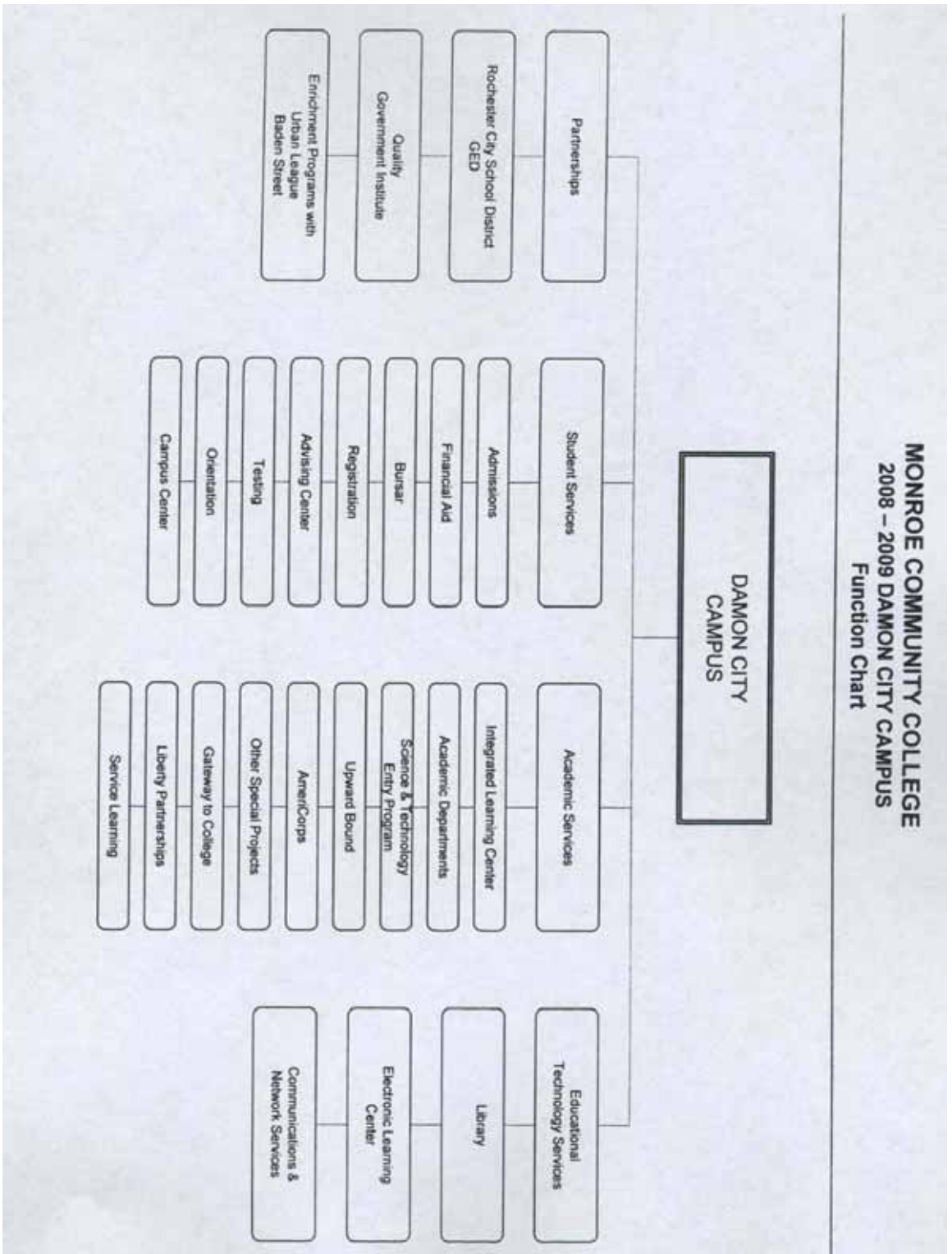
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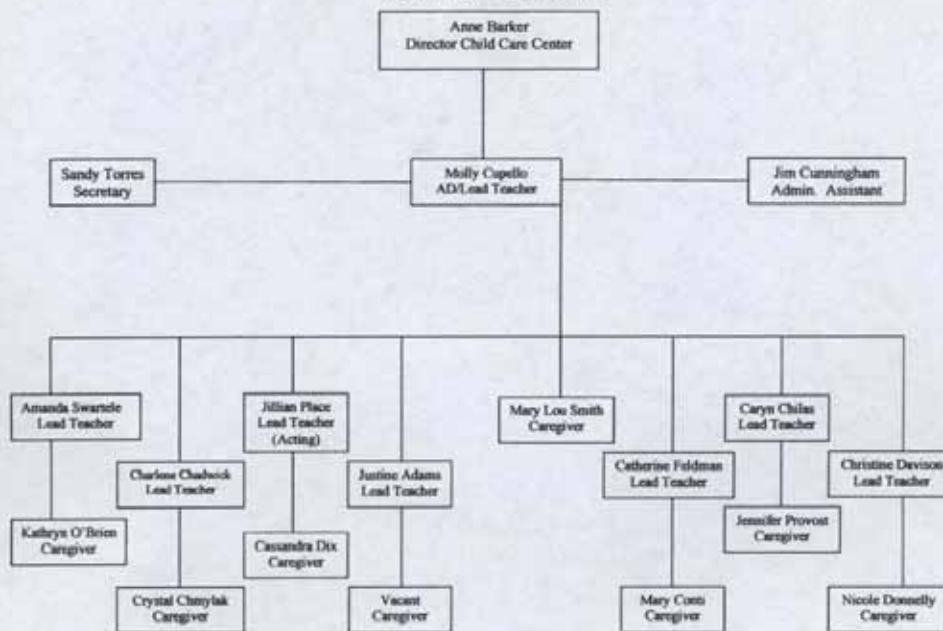
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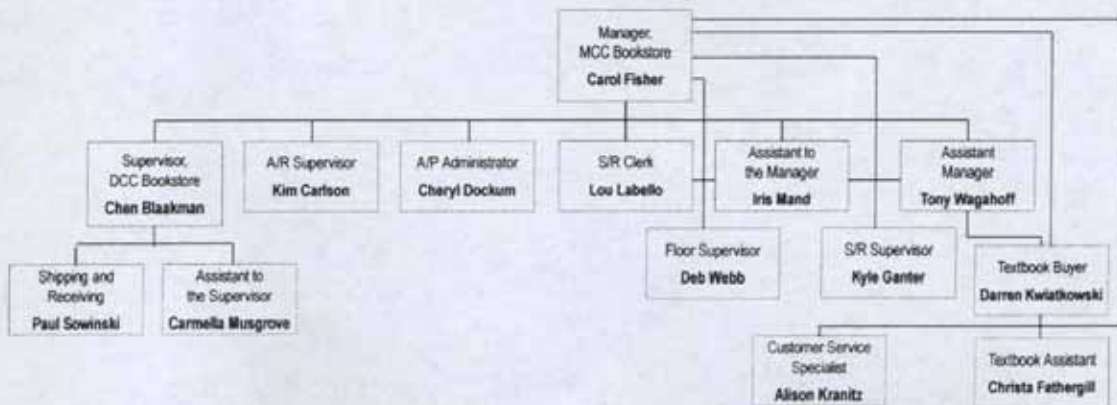
MONROE COMMUNITY COLLEGE
2008 – 2009 DAMON CITY CAMPUS
Function Chart



**Monroe Community College Child Care Center
Organizational Placement**



**Monroe Community College Bookstore
Organizational Placement**



Departmental Phone Directory

Campus Center

Title	Name	Ext.	E-Mail	Office
Director	Elizabeth Stewart	2536	estewart@monroecc.edu	3-126C
Assistant Director for Clubs and Organizations	Shirley Batistta-Provost	2544	sprovost@monroecc.edu	3-126H
Assistant Director	Jodi Oriel	2533	joriel@monroecc.edu	3-126E
Operations Manager	Craig D. Proctor	2530	cproctor@monroecc.edu	3-139
Orientation Program Coordinator	Bette Bovenzi	2085	bbovenzi@monroecc.edu	3-126J
Publications Coordinator	Pamela Hutton	2478	phutton@monroecc.edu	3-129
Program Coordinator	TBD	2477		3-126B
Administrative Support For C. Proctor/S. Provost	Donna Allen	2548	dallen@monroecc.edu	3-139A
Administrative Support For B. Stewart	Donna Brennan	2547	dbrennan@monroecc.edu	3-126
Administrative Support For A. Agness/B. Stewart	Patricia Storms	2532	pstorms@monroecc.edu	3-126
Administrative Support For B. Bovenzi	Catherine Higgins	2743	chiggins@monroecc.edu	3-126
Administrative Support For J. Oriel	Michelle Macirella	2744	mmacirella@monroecc.edu	3-126
Publications Assistant	Jaime L. Smith	2543	jsmith@monroecc.edu	3-129
Chaplain	Mike Upson	3662	mupson@monroecc.edu	3-138-R

Damon Campus Center

Title	Name	Ext.	E-Mail	Office
Associate Director	Rick Sadwick	262-1695	rsadwick@monroecc.edu	5-251
Student Activities and Leadership Coordinator	Susan Spinetti	262-1725	sspinetti@monroecc.edu	5-251
Operations Coordinator	Gregory Wilson	262-1724	gwilson@monroecc.edu	5-251
Linda Bryce	Administrative Support	262-1723	lbryce@monroecc.edu	5-251
Cheryl Castronovo	Administrative Support	262-1449	ccastronovo@monroecc.edu	5-251

MCC Association Administrative and Business Office

Title	Name	Ext.	E-Mail	Office
Director	Annette Agness	2538	aagness@monroecc.edu	3-126D
Finance Manager	Joe Marchese	2531	jmarchese@monroecc.edu	3-124
Human Resources Coordinator	Ross Sherwood	2491	rsherwood@monroecc.edu	3-124
Business Office Supervisor	Lori Ketchum	2514	lketchum@monroecc.edu	3-124
Accountant	Kathryn Caramanna	2479	kcaramanna@monroecc.edu	3-124
General Accounts Clerk	Cheryl Donohew	2494	cdonohew@monroecc.edu	3-124
General Accounts Clerk	Janna Davenport	2537	jdavenport@monroecc.edu	3-124
General Accounts Clerk	Jenn Alessi	2535	jalessi@monroecc.edu	3-124
General Accounts Clerk	Stephanie Gianforti	2519	sgianforti@monroecc.edu	3-124
Service Desk Attendant	Susan Teerlinck	2745	steerlinck@monroecc.edu	3-124
Service Desk Worker	Suzanne Hodgson	2517	shodgson@monroecc.edu	3-124
Service Desk Worker	Clenita Thomas	2517	cthomas@monroecc.edu	3-124

MCC Bookstore Staff

Title	Name	Ext.	E-Mail	Office
Manager	Carol Fisher	2500	cfisher@monroecc.edu	3-223A
Assistant to the Manager	Iris Mand	3404	imand@monroecc.edu	3-223
Accounts Payable	Mary Struthers	2529	mstruthers@monroecc.edu	
Accounts Payable Administrator	Cheryl Dockum	2529	cdockum@monroecc.edu	3-123
Accounts Receivable Administrator	Kim Carlson	2502	kcarlson@monroec.edu	3-123
Manager of Technology/Assistant Manager	Tony Wagahoff	2550	twagahoff@monroecc.edu	3-223C
Textbook Buyer	Darren Kwiatkowski	2501	dkwiatkowski@monroecc.edu	3-223
Textbook Assistant	Christa Fathergill	2503	cfathergill@monroecc.edu	3-123
S/R Supervisor	Kyle Ganter	2506	kganter@monroecc.edu	3-123
S/R Clerk	Lou Labello	3406	llabello@monroecc.edu	
Floor Supervisor	Deborah Webb	2505	dwebb@monroecc.edu	3-223
Customer Service Specialist	Alison Kranitz	3405	akranitz@monroecc.edu	3-223

Section

1

Student Association Clubs and Organizations

Student Government

BRIGHTON CAMPUS STUDENT GOVERNMENT

<http://web.monroecc.edu/studentgovernment>

The Student Association, of which currently enrolled fee-paying students are members, is governed by the Student Government Association (SGA) on the Brighton Campus and the Student Events and Governance Association (SEGA) on the Damon Campus. These governing bodies promote the general welfare of the student body, provide programs of educational value to the college community and promote, within the college, a spirit of harmony among students, administration, staff and faculty. These two governing bodies work closely together to actively engage students from both campuses in the life of MCC.

All Senate members must fulfill the following general requirements:

Maintain a 2.25 cumulative grade point average.

Participate in LDS 101-181 (fall semester) and LDS 280-001/013 (spring semester), either by enrollment or attendance.

Communicate regularly with students, faculty and staff via personal contact, memos, and e-mail.

Participate in at least one Senate Committee.

Participate in at least one Faculty Committee.

Keep one office hour each week to be available for students in the Senate Office.

Be open to any student who comes in to express opinions, needs or concerns while in the Senate Office.

Attend all Senate meetings (Tuesdays from 2:15 – 5:00).

Attend all Pre-Agenda meetings (Fridays from 12:15 – 1:00)

Advocate for student issues with faculty, staff and administration.

President Duties and Responsibilities:

Shall authenticate by signature all acts of the Senate within 48 hours.

Shall assume primary responsibility for the fulfillment of the Government's purpose and shall carry out all normal duties to this end, both in matters of budget and policy.

Shall represent the Brighton Campus Student Government Association at official College ceremonies and at other occasions where such representation is appropriate.

Shall have the power to call special and/or emergency meetings of the Student Senate.

Shall appoint, with Senate approval, all members of standing and ad-hoc committees, directors, coordinators and other personnel needed to carry out the business of the Association.

Shall have the power to make emergency decisions for the Student Government Association, only if a meeting of the Senate cannot be called. Such decisions are subject to the approval of the President of the College or his designee.

Shall be obligated to attend all Senate meetings as a non-voting member, or send an appropriate designee.

Shall appoint, with the Vice President, a Cabinet as provided for in the Brighton By-Laws. These appointments must be ratified by the Brighton Student Senate through a majority vote.

The President shall report Cabinet activities to the Senate Speaker, at least once every two weeks.

Vice President:

Shall be elected by the student body and shall run on a joint ticket with the Presidential candidate in accord with Article III., Section 1. A of the Brighton Campus Student Government Association Constitution. Shall assume all the responsibilities and duties of the President in his/her absence.

Shall assume the position of Presidency in the event that the President cannot complete his/her term of office.

Shall assume other responsibilities assigned by the President.

Student Senate Position Descriptions:**At-Large Senator**

Responsible for making sure that student needs are met and that the overall campus environment is healthy for academics, athletics, services, etc.

Liberal Arts Senator

Responsible for making sure that the Liberal Arts Department and students are involved in and informed about Student Senate meetings and other events of the SGA. Also assist the Liberal Arts students with all matters pertaining to them.

Technical Education Senator

Responsible for making sure that the Workforce Development Division are involved in and informed about Student Senate meetings and other events of the SGA. Also assist these students in all matters pertaining to them.

Science, Health and Business Senator

Responsible for making sure that the Science, Health and Business students are involved in and informed about Student Senate meetings and other events of the SGA. Assist these students in matters pertaining to them.

Interdisciplinary Studies Senator

Responsible for making sure that the Interdisciplinary Studies students are involved in and informed about Student Senate meetings and other events of the SGA. Assist these students in matters pertaining to them.

Academic Club Senator

Attend Roundtable meetings and ensure that the Academic clubs needs and wants are represented in Senate meetings.

Social Clubs Senator

Attend Roundtable meetings and ensure that the Social clubs needs and wants are represented in Senate meetings.

Service Clubs Senator

Attend Roundtable meetings and ensure that the Service clubs needs and wants are represented in Senate meetings.

Media Senator

Works closely with all media organizations on the campus. Must also work closely with the Promotions Coordinator to publicize events on campus.

Campus Association for Student Activities (C.A.S.A.) Senator

Shall attend Executive Board meetings at the discretion of the Director of C.A.S.A. Liaison with Brighton Student Government Association Senate; shall transmit at Senate meetings weekly written reports and recommendations regarding C.A.S.A. matters.

Athletics Senator

Ensure that the Athletic Department is informed about Student Senate meetings. Assist them in recruiting for athletic teams, encourage attendance at athletic events and work closely with the Physical Activities Coordinator and the Promotions Coordinator.

Residence Hall Senator

Express the concerns of the students living on campus and serve as their representation at weekly Student Senate meetings.

B R I G H T O N C A M P U S P R E S I D E N T I A L C A B I N E T

Adult/Evening Coordinator

Serve the nontraditional students on campus by soliciting their input on college programs and course options. Promote the SGA to these students and relay these concerns to the SGA President and Student Senate.

The Campus Association for Student Activities (C.A.S.A) Director

Presides over all Executive Board and General Body meetings of the C.A.S.A. Shall insure that all purposes and responsibilities of C.A.S.A., its members, and standing committees are carried out as prescribed in the Brighton Campus Student Government Association By-laws.

Campus Environmental Coordinator

Work with Campus Facilities to create and promote environmentally friendly programs and initiatives at the college. Shall work closely with the Senate to implement these programs.

Diversity Coordinator

Ensure that college programming, events, and services meet the needs of the diverse college community. Aid clubs and organizations in promoting cultural awareness at the college.

Elections Coordinator

Serve as director of SGA elections and oversee all matters pertaining to them. Shall also be the primary recruiter for open SGA positions throughout the year.

Finance Coordinator

Serve as the budget director for the SGA. Monitor SGA expenses and make recommendations to the SGA President and Student Senate regarding budget items. Will also assist in creating the annual Student Association budget and the SGA budget.

Intercampus Liaison

Work closely with the Damon City Campus and other satellite campuses. Ensure that all campuses work together to fulfill student needs. Report to the SGA President and Student Senate on areas of possible collaboration between campuses.

Physical Activities Coordinator

Work with the athletic department to publicize athletic events. Shall attend MCC sporting functions and submit articles to the campus media organizations regarding athletics and other health activities on campus.

Promotions Coordinator

Serve as the liaison between the SGA and the media organizations on campus. Shall publicize events to the student body through all media and publicize events to the public when necessary.

Promotions Coordinator of WEB Design

Serve as the webmaster for the SGA website and promote SGA functions via internet.

Roundtable Coordinator

Shall preside over all monthly Roundtable meetings and set the agenda for those meetings. Also will serve as liaison between the SGA and the other clubs and organizations.

Student Services Coordinator

Monitor student needs and wants and ensure they are being met. Assist in creating initiatives that further assist students.

BCSGA CONSTITUTION

PREAMBLE

To promote the general welfare of the student body; to provide programs of educational, cultural, recreational and social value; to promote within the College a spirit of harmony among administration, faculty, staff and students; to provide procedures for insuring the continuity and perpetuity of the Student Association and its governing body; to meet the responsibilities and obligations of self-government as set forth in the Student Government Association By-laws; to assure the rights as set forth in the "Joint Statement on Rights and Freedoms of Students"; to establish an organization through which the student body may register, by means of a representative and democratic government, its wishes on matters which directly concern it; we, the students of Monroe Community College, establish this Constitution of the Student Association of Monroe Community College.

ARTICLE I - NAME

This organization shall be known as the Monroe Community College Brighton Campus Student Government Association. This Government is subject to the provisions of this Constitution and the rules and regulations derived from it.

ARTICLE II - MEMBERSHIP AND FEES**SECTION 1. Membership:**

All students who have paid an activity fee to the Monroe Community College Student Association and are duly registered at Monroe Community College shall be members of the Student Association. All members of the Student Association will be represented by the Damon Campus Student Events and Governance Association and/or the Brighton Campus Student Government Association.

SECTION 2. Fees:

Student Association activity fees, as well as benefits to be derived from activity fees, shall be determined by the membership of the Association Governing Board of Monroe Community College Association, Inc. with final approval from the Monroe Community College Board of Trustees.

ARTICLE III - OFFICERS

SECTION 1. Election:

- A. The President and Vice President Team shall be elected by a general ballot to the Brighton Student Government Association. In order for election, the candidate must receive the greatest number of votes of the Government members present and voting. If the duly elected Presidential Team, both individuals, are unable to assume office before the first day of classes, fall semester, the team receiving the second highest number of votes will assume this position. If there shall be no presidential team to assume office, then a special election shall be held in accordance with the by-laws.
- B. Senators shall be elected by a general ballot of the Brighton membership of the Student Government Association. Those eligible candidates for the position of the Senate receiving the largest number of votes for those positions available shall be elected to such positions. If a duly elected Senator must resign from office prior to the first day of classes, fall semester, the next eligible candidate receiving the highest number of votes will assume this position.

SECTION 2. Qualifications of Officers:

All officers of the Student Association, both elected and appointed, must have at the time of election/appointment and while in office a cumulative point average of 2.25 or above. All candidates for these positions must be willing and able to serve the entire term of office. All candidates must take 6 credit hours or more and maintain this status throughout their term of office.

If at any time, a student fails to maintain the above qualifications, they will be notified in writing by the Director of the Campus Center or Designee, and they will be required to relinquish their office within the Student Government Association.

SECTION 3. Term of Office:

The term of office for elected officers shall begin on Commencement Day and shall extend for one year to the following Commencement Day. Those officers elected in the fall semester shall serve from date of election to Commencement Day.

SECTION 4. President:

- A. Shall authenticate by signature all acts of the Senate within 48 hours.
- B. Shall assume primary responsibility for the fulfillment of the Government's purpose and shall carry out all normal duties to this end, both in matters of budget and policy.
- C. Shall represent the Brighton Campus Student Government Association at official College ceremonies and at other occasions where such representation is appropriate.
- D. Shall have the power to call special and/or emergency meetings of the Student Senate.
- E. Shall appoint, with Senate approval, all members of standing and ad-hoc committees, directors, coordinators and other personnel needed to carry out the business of the Association.
- F. Shall have the power to make emergency decisions for the Student Government Association, only if a meeting of the Senate cannot be called. Such decisions are subject to the approval of the President of the College or his designee.
- G. Shall be obligated to attend all Senate meetings as a non-voting member, or send an appropriate designee.
- H. Shall appoint, with the Vice President, a Cabinet as provided for in the Brighton By-Laws. These appointments must be ratified by the Brighton Student Senate through a majority vote.
- I. The President shall report Cabinet activities to the Senate Speaker, at least once every two weeks.

SECTION 5. Vice President:

Shall be elected by the student body and shall run on a joint ticket with the Presidential candidate in accord with Article III., Section 1. A. The Vice President shall assume all the responsibilities and duties of the President in his/her absence and shall assume the position of Presidency in the event that the President cannot complete his/her term of office. The Vice President shall assume other responsibilities assigned by the President.

SECTION 6. Senate:

A. Membership:

The Senate shall be composed of 14 members. All are elected by the Student body in the Spring semester, or appointed by a two-thirds vote during the year by the Student Government Senate.

B. Purpose:

As the highest authority of the Brighton Government, the Senate shall take any action it deems necessary or advisable to meet the objectives of the Government and carry out the provisions of the Constitution and the By-Laws.

C. Powers:

- a. The Senate shall be responsible for establishing and recognizing all activities of the student body under the rules and regulations established by the College and by the Senate.
- b. Shall elect a Senate Speaker, by two-thirds vote, at a scheduled meeting prior to the first day of classes in the fall semester. The Deputy Speaker shall be a Senator appointed by the Speaker after the fall Senate Selection. This appointment is subject to confirmation by a two-thirds vote of the Senate.
- c. Shall formulate and approve the annual budget for all branches of the Brighton Campus Student Government Association. Budget allocations must be submitted to the "MCC Association, Inc."
- d. Shall arrange and conduct meetings and assemblies of the Student Government Association, subject to the approval of the College calendar and space allocation.
- e. Shall approve all plans and supervise where necessary, activities sponsored by any branch of the Student Government Association.
- f. Disputes between organizations supported by the Student Association and between an individual and the Student Government Association will be presented to the Brighton Student Senate for a hearing.
- g. Shall, by a majority vote, accept or reject the chartering of clubs and organizations.
- h. Shall formulate policy consistent with the best interests of the students and insure the fulfillment of such policy.
- i. By a two-thirds vote of the Senate present and voting, the Senate may override a presidential veto. In the event of votes affecting By-Laws, refer to Article VIII of the Brighton Campus Student Government Association Constitution.

D. Duties of Speaker and Deputy Speaker

- a. The Speaker shall be the presiding officer at all Senate meetings. The presiding officer shall vote only in case of a tie.
- b. Shall appoint a Deputy Speaker from the existing membership of the Student Senate. Selection must be approved by two-thirds vote of the Student Senate.

- c. The Speaker shall have the power to call special and/or emergency meetings of the Student Senate.
- d. The Speaker shall report all Senate activities to the S.G.A. President every two weeks.
- e. The Deputy Speaker shall assume all responsibilities of the Speaker in his/her absence and shall assume the position of Speaker in the event that the Speaker cannot complete his/her term of office. The Deputy Speaker shall assume other responsibilities assigned by the Speaker which do not fall under the responsibilities of the other Senators. The Deputy Speaker shall be a voting member of the Senate.

ARTICLE IV - INITIATIVE - REFERENDUM - RECALL

Initiative, referendum and recall are guaranteed in this Constitution. Petition may arise from the Student Association provided that no less than 10% of the total eligible electorate from the Brighton Campus shall attest their signatures to said petition. The Senate must then consider this petition, and if it shall reject said petition, refer it to the Student Government Association for voting. Copies of the petition shall be circulated among the Student Association at least one week prior to voting. All aforementioned actions must be approved by two-thirds of the eligible electorate present and voting.

ARTICLE V - IMPEACHMENT

SECTION 1.

Grounds for impeachment shall be negligence of duty, inefficiency in office, or any action performed by an elected member of the government which is considered a direct violation of the Constitution or By-Laws; or any action performed as a member of the government which is considered detrimental to the good name of the Student Association.

SECTION 2.

Any member of the elected government is subject to impeachment upon the receipt of a complaint signed by a majority of the members, present and voting, at a session of the Brighton Campus Student Government Association Senate, or upon filing of a petition signed by a minimum of 5% of the membership of the Student Association. If at the end of the impeachment proceedings the defendant is found guilty by a three-fourths vote of the Senate, present and voting, he/she shall be removed from office. All hearings for impeachment procedures will be open to the Student Association and the member of the government being prosecuted has a right to defense and complete knowledge of all accusations at least three working days prior to the hearing. A hearing must be held within one week from the filing of charges. The defendant and the plaintiff shall be given equal lengths of time to present their case. The Senate shall vote by secret ballot; the results shall be read immediately by the presiding officer. Appeal must be made to the Senate within one week of the decision. No further appeal provisions within the Student Government Association shall be recognized.

SECTION 3.

The presiding officer shall not be the defendant nor the plaintiff. In the event of a conflict, a presiding officer shall be appointed by a two-thirds majority vote of the Senate.

ARTICLE VI - RESIGNATION

SECTION 1.

The President may, at his/her discretion, require the resignation of any appointed member of the government. All officers selected under Article III, Section 4.E. shall be appointed members of the government.

SECTION 2.

Resignation of appointed members of government may be required by the Senate by a majority vote of those present and voting. All officers shall be considered active members, in good standing, of the government unless the President receives a signed resignation (excepting actions taken as allowed by the Student Government Association By-Laws).

ARTICLE VII - AMENDMENTS

Any amendment to the Brighton Campus Student Government Association Constitution may be proposed to the Brighton Senate by any member of the Brighton Student Association. Any proposed amendment to the Constitution must be in order and purposeful by a majority vote of those present and voting at the Senate meeting in order to be presented in the form of a referendum to the student body. A two-thirds affirmative vote of the members of the Brighton Association present and voting shall make the proposal an amendment to the Brighton Constitution. Amendments may also be proposed in accordance with Article IV.

ARTICLE VIII - BY-LAWS

By-Laws for the Brighton Campus Student Government Association, deemed by the Senate to be consistent with the Constitution, may be adopted by a two-thirds vote of the Senate present and voting. Final adoption will be made by the President within 48 hours. In the event of a veto, a three-quarters vote of the Senate present and voting is required to override the veto.

ARTICLE IX - RATIFICATION

Ratified by the Board of Trustees of Monroe Community College, April 21, 1971.

* Amended - January 1977, May 1986, May 1987, May 1990, May 1991, May 1992, April 1996, May 1998, May 2002, July 2002, May 2005

DAMON CAMPUS STUDENT GOVERNMENT

<http://www.monroecc.edu/depts/dstuserv/leadership.htm>

The Student Events and Governance Association (SEGA) serves as the student governing body responsible for addressing student concerns and providing campus life programs. SEGA members plan and implement cultural, educational, social and recreational activities for the Damon City Campus.

SEGA CONSTITUTION (Abbreviated due to duplication with BSGA Constitution.)

ARTICLE III – OFFICERS

Section 1. Election

The President, Vice President of Student Governance and Vice President of Student Events shall be elected by a ballot of the Damon membership of the MCC Student Association. In order for election, the candidates must receive the greatest number of votes for their position of the Damon student body present and voting. If the President is unable to assume office before the first day of classes (fall semester) the incoming Vice President of Student Governance will assume the position. If the Vice President of Student Governance position is vacant during this time period, the Vice President of Student Events will assume the position of President.

Coordinator positions will be filled through an application and interview process. The incoming President and Vice Presidents will begin the interview and appointment process after SEGA elections have taken place in the spring.

Section 2. Qualification of Officers

All officers of SEGA, both elected and appointed, must have at the time of election/appointment and while in office a cumulative average of 2.25 or above and must be taking at least six credit hours at Damon. The President and Vice President candidates must have already completed six credit hours at Monroe Community College to be eligible. All candidates for these positions must be willing and able to serve the entire term of office. If at any time an officer fails to maintain the above qualifications, he/she will be notified in writing by the Associate Director of Campus Center or designee and will be required to relinquish his/her position.

Section 7. Responsibilities

A. President

- 1) Shall assume primary responsibility for the fulfillment of SEGA's purpose and shall carry out all normal duties to this end, both in matters of student governance and campus life programs.
- 2) Shall represent SEGA at official college ceremonies and at other functions/occasions where such representation is appropriate.
- 3) Shall have the power to call special and/or emergency meetings of SEGA.
- 4) Shall appoint, with SEGA approval, student members of college ad-hoc committees.
- 5) Shall have the power to make emergency decisions for SEGA, only if a meeting of SEGA cannot be held. Such decisions are subject to the approval of the President of the College or his/her designee.
- 6) Shall preside over all SEGA meetings and vote only in the event of a tie.
- 7) Shall attend mandatory weekly SEGA meetings and campus life events.
- 8) Shall attend mandatory weekly meetings with Campus Center advisor.
- 9) The Publicity Coordinator and Recruitment Coordinator shall report directly to the President.

B. Vice President of Student Governance

- 1) Shall assume all the responsibilities and duties of the President in his/her absence.
- 2) Shall serve as lead person in providing support to the Multiple Campus, Elections and Budget Coordinator positions in helping coordinate completion of work assignments.
- 3) Shall provide weekly updates to the President regarding student governance issues and projects.
- 4) Shall assume other responsibilities as assigned by the President.
- 5) Shall serve as the Damon student representative on the MCC Association Inc. Operations/Personnel Committee and Board of Directors.
- 6) Shall work with Campus Center advisor on transportation for Damon students to Brighton campus events, and assist Brighton campus in providing transportation for Brighton students to Damon.
- 7) Shall attend mandatory weekly SEGA meetings.
- 8) Shall attend mandatory weekly meetings with Campus Center advisor.

C. Vice President of Student Events

- 1) Shall serve as lead person in providing support to the Diversity, Wellness, Social Activities and Civic Engagement Coordinator positions in helping coordinate completion of work assignments.

- 2) Shall provide weekly updates to the President regarding student programming activities and events.
- 3) Shall assume other responsibilities as assigned by the President.
- 4) Shall chair DCC Roundtable meetings each semester.
- 5) Shall attend mandatory weekly SEGA meetings and campus life events.
- 6) Shall attend mandatory weekly meetings with Campus Center advisor.

D. Elections Coordinator

- 1) Shall ensure that all election rules as prescribed by the constitution and bylaws are carried out.
- 2) Shall serve as election coordinator for SEGA elections and may not be a candidate in the elections.
- 3) Shall serve as Elections Management Team member for the Student Trustee elections and may not be a candidate in the elections.
- 4) Shall ensure that candidates are oriented to the rules and policies governing student elections.
- 5) Shall ensure that applications for elected or appointed positions are made available to the Damon student body.
- 6) Shall attend mandatory weekly SEGA meetings and campus life events.
- 7) Shall attend mandatory weekly meetings with Campus Center advisor.

E. Budget Coordinator

- 1) Shall be the Damon SEGA treasurer.
- 2) Shall be required to work closely with the Damon Campus Center staff and the MCC Association Inc. business manager on matters related to financial concerns of SEGA.
- 3) Shall inform SEGA, clubs and organizations of the budgetary guidelines of the Student Association.
- 4) Shall provide financial statement reports to SEGA and make any needed recommendations regarding budgetary matters during the school year.
- 5) Shall assist in the development of annual SEGA budget.
- 6) Shall serve as the Damon student representative on the MCC Association Inc. Finance Committee and Board of Directors.
- 7) Shall attend mandatory weekly SEGA meetings and campus life events.
- 8) Shall attend mandatory weekly meetings with Campus Center advisor.

F. Multiple Campus Coordinator

- 1) Shall attend Brighton Campus Student Government meeting at least twice a month.
- 2) Shall assist in the coordination of multi-campus events.
- 3) Shall disseminate publicity information between campuses.
- 4) Shall attend mandatory weekly SEGA meetings.
- 5) Shall attend mandatory weekly meetings with Campus Center advisor.
- 6) Shall communicate with CASA coordinator on a regular basis regarding the dissemination of campus activity information.

G. Civic Engagement Coordinator

- 1) Shall be responsible for coordinating community outreach/civic projects and/or charity event for SEGA.
- 2) Shall attend mandatory weekly SEGA meetings.
- 3) Shall attend mandatory weekly meetings with Campus Center advisor.

H. Diversity Coordinator

- 1) Shall be responsible for planning and implementation of cultural awareness programs.

- 2) Shall be responsible for planning and implementation of Hispanic Heritage Month activities.
- 3) Shall be responsible for planning and implementation of Black History Month activities.
- 4) Shall attend weekly SEGA meetings and campus life events.
- 5) Shall attend mandatory weekly meetings with Campus Center advisor.

I. Social Activities Coordinator

- 1) Shall be responsible for planning and implementation of entertainment programs/special events.
- 2) Shall be responsible for planning and implementation of family programs.
- 3) Shall attend mandatory weekly SEGA meetings and campus life events.
- 4) Shall attend mandatory weekly meetings with Campus Center advisor.

J. Wellness Coordinator

- 1) Shall be responsible for planning and implementation of health awareness programs.
- 2) Shall work with Health Peer Educators, Health Service, Wellness Center and Physical Educators to promote wellness at Damon.
- 3) Must attend mandatory weekly SEGA meetings and campus life events;
- 4) Must attend mandatory weekly meetings with Campus Center advisor.

K. Publicity Coordinator

- 1) Shall be responsible for publicizing SEGA activities and events.
- 2) Work closely with Campus Center office coordinator to promote SEGA events.
- 3) Shall work with the Campus Center to coordinate information for the Student Leadership web site and Monroe Doctrine.
- 4) Must attend mandatory weekly SEGA meetings and campus life events.
- 5) Must attend mandatory weekly meetings with Campus Center advisor.

L. Recruitment Coordinator

- 1) Shall be responsible for recruitment of SEGA activities and membership opportunities.
- 2) Work closely with Campus Center staff to recruit interested students.
- 3) Must attend mandatory weekly SEGA meetings and campus life events.
- 4) Must attend mandatory weekly meetings with Campus Center advisor.
- 5) Shall attend Faculty Senate meetings once a month and report information back to President.

M. Committee Members for Special Topics of Interest

- 1) Each SEGA officer shall make committee appointments for their committee. Committee members shall carry out duties assigned by the SEGA officer chairing the committee.
- 2) Committee members are required to attend SEGA meetings and do not have voting privileges at SEGA meetings.
- 3) All committee members must have at the time of appointment and while serving on the committee a cumulative average of 2.25 or above and be taking at least 3 credit hours at Damon. If at any time a committee member fails to maintain the above qualifications, he/she will be notified in writing by the Associate Director of Campus Center or designee and will be required to relinquish his/her position on the committee.
- 4) Committee members positive work experience will be looked upon favorably when applying for officer positions.
- 5) A committee member may be eligible to attend regional conference and trips based on attendance at SEGA meetings.

VACANCIES AND ABSENCES

1.1. Vacancies of SEGA President/Vice Presidents

In the event of a vacancy in the position of SEGA President as a result of academic or disciplinary ineligibility, resignation, or impeachment, the Vice President of Student Governance shall assume the office of President. In the event of both the SEGA President and Vice President of Student Governance vacancies simultaneously, the Vice President of Student Events shall assume the office of President. If all three positions are vacant simultaneously, a special election will be held to elect a new SEGA President, Vice President of Student Governance and Vice President of Student Events.

In the event of a vacancy in the position of Vice President of Student Governance or Vice President of Student Events as a result of academic or disciplinary ineligibility, resignation, or impeachment, the SEGA President shall appoint a member of SEGA to the Vice President position, which must be approved by a majority of SEGA, present and voting. If the Vice President position vacancy cannot be filled internally it would then become an interview by committee process overseen by the SEGA President. The Vice President position must be advertised campus-wide for a minimum of one week prior to an interview by a committee comprised of SEGA members. The committee will make the final decision after interviews have been completed.

1.2. Vacancies of SEGA Coordinator Positions

In the event of a vacancy in a SEGA Coordinator position, the vacancy shall be filled for the unexpired term in the following manner:

Position must be advertised campus-wide for a minimum of one week prior to an interview by a committee comprised of SEGA members. The committee will make the final decision after interviews have been completed.

1.3. Disciplinary Action for SEGA Officers and Committee Members in the Case of Absence

In the event of four absences per semester by a member of SEGA, the SEGA President and/or Vice President(s) will inform the individual by a verbal warning regarding the four absences. The fifth absence will result in a written warning. Accumulation of six absences per semester may result in a request for resignation and/or impeachment of said SEGA member.

Administrative Absences-An absence that pertains to SEGA business or related business as defined by SEGA officers' job descriptions and committee member responsibilities doesn't count toward total absences allowed per semester. The SEGA officer or committee member must provide written notification to the SEGA President and Advisor.

Two occurrences of tardiness to SEGA meetings or leadership training sessions are equivalent to one absence.

Student Association Organizations

CAMPUS ASSOCIATION FOR STUDENT ACTIVITIES

<http://web.monroecc.edu/CASA/>

The Campus Association for Student Activities (C.A.S.A.) is the student organization that is charged with the creation, facilitation, and evaluation of purposeful and innovative activities sponsored by the Student Association that enrich the intellectual, intercultural, recreational, and social needs of Monroe Community College and surrounding communities.

Committees of the Board:

A. Educational Programs

This committee shall be responsible for the creation, facilitation, and evaluation of purposeful and innovative activities that enrich the intellectual and intercultural needs of the Monroe Community College community. In collaboration with other clubs and organizations, Academic Services departments, and Student Services departments, these activities will focus on contemporary issues, intercultural programming efforts, and other efforts that educate and provide intercultural awareness in order to enhance the co-curricular program at Monroe Community College.

B. Publicity and Promotions

This committee shall be responsible for the creation, facilitation, and evaluation of purposeful and innovative activities that publicize and promote the activities of the Campus Association for Student Activities to the Monroe Community College campus community and surrounding communities. Accordingly, this committee is also responsible for promoting civility on campus and off campus through active community outreach efforts. In collaboration with the Campus Center Publications Center and the Public Affairs Office, this committee is responsible for the publicity and promotions plans that enhance the image and exemplify the purpose of the Campus Association for Student Activities. The committee is also responsible for the recruitment and retention of membership.

C. Special Events

This committee shall be responsible for the creation, facilitation, and evaluation of purposeful and innovative activities that enrich the recreational and social needs of the Monroe Community College campus community. In collaboration with other clubs and organizations, Athletics, and Housing and Residence Life, these activities foster a campus climate that is conducive to the enhancement of student life outside of the classroom at Monroe Community College.

CABBAGES AND KINGS

<http://web.monroecc.edu/cabbageskings/>

Students implement and publish a student-run literary and visual arts magazine by learning the art of publishing and different aspects of writing. (This magazine shall be published at least once during each school year).

HOLOCAUST/GENOCIDE STUDIES PROJECT

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

What is the Holocaust Genocide Studies Project?

The Project offers unique experiences to students and community members who are interested in exploring the Holocaust, genocide and human rights issues. Members openly discuss the nature of good and evil, together with such issues as indifference, survival, identity, faith, tolerance, forgiveness and compassion—and apply learning to our contemporary world. The Project hosts bi-monthly activities throughout the academic year that are open to the Monroe Community College community.

When was it established?

Blossoming from an honors seminar in 1991, the Holocaust Genocide Studies Project has emerged as a template for Holocaust genocide studies in colleges nationwide. It responds to MCC students' desire to more fully answer the questions why and how the Holocaust occurred and how we can learn from its many lessons.

Who may participate?

Anyone with an interest in exploring the Holocaust as a “touchstone” event in human history is welcome to attend Project meetings. Visit the Campus Center, 3-126, for more information regarding project meetings.

What types of activities are offered?

Featuring debates and discussions, films and guest speakers, Holocaust Genocide Studies Project meetings are rich with opportunities for learning, discussion and reflection. The Project also offers annual trips, essay contests and community commemoration ceremonies—often hosted in cooperation with an expanding list of community partners. Often, Holocaust survivors and liberators attend project events and share their individual stories and memories of the Holocaust.

Tell me about the Project's leadership?

The Holocaust Genocide Studies Project is led by an advisory board comprising community leaders and representatives of Monroe Community College and the MCC Foundation. Student volunteers also serve as officers of the student organization.

How do I become a member?

Attend one of the [project meetings](#) or complete our [request form](#). Or, call 585.292.2534 for more information.

MODEL UNITED NATIONS

<http://www.monroecc.edu/depts/stucenter/modelun>

The Model UN Program at MCC is a four credit-hour class ([POS 234](#)) which satisfies a Social Science or General Elective. This unique program and course is a collaboration between the Campus Center and the Anthropology, History, Political Science and Sociology Department. Throughout the year students receive training, preparation and the life-skills necessary to participate in the conference. For more information on this organization, please visit the Campus Center website at the link above.

MONROE DOCTRINE

<http://web.monroecc.edu/md/>

Information on events and various functions can be submitted to the Monroe Doctrine. Deadline dates for issues of the College newspaper can be obtained in the Monroe Doctrine office (3-134). The bylaws of the Monroe Doctrine are as follows:

On Campus Organizations

The interest of the student body will be considered top priority at all times when accepting advertising for the Monroe Doctrine.

School ads will be put in the paper free of charge and given priority consideration before accepting outside advertising.

Priority of consideration will be in the following order for accepting and placement of information in weekly newspaper issues:

- Priority News Stories (current events)
- Student Association
- Current Campus Events
- Other
- Priority – Student Ads (clubs, organizations, CAB, elections)
- Priority – Program Information (club events, CAB events)
- Priority – College Academic Information (ads)
- Priority – Outside Advertising

Outside Organizations

- No active role in pursuing accounts whose outlet is located outside of the boundaries of the County of Monroe will be made. For those businesses contacting the Monroe Doctrine wishing to advertise, a check as to their reputability should be made by the Monroe Doctrine Business Manager. For those deemed to be reputable, either by credit check or by other such actions as deemed necessary by the Monroe Doctrine Business Manager, arrangements to advertise will be made according to normal procedures and confirmed by the advertiser tending payment as per Article 4, Section a. 1.
- Absolutely no political advertising will be accepted.
- With the exception of the back page, layout of on-campus advertising and outside advertising will be left to the discretion of the Monroe Doctrine production staff. No outside advertising will appear on the back page of the Monroe Doctrine.

Authority

- The Editorial Board of the Monroe Doctrine reserves the right to refuse to run any copy proposed by any advertisers.
- All outside advertising accounts are to be initialed by a Monroe Doctrine representative and approved by the Monroe Doctrine Business Manager.
- The advertiser, and the Director of the Monroe Community College Association, Inc. or his/her designee, will sign all contracts in order to be deemed ratified.
- Advertisements that interfere with programs by the Monroe Community College Association, Inc. and/or agencies may be restricted at the discretion of the Director. Additionally, the Director may restrict advertising that is deemed culturally and/or sexually insensitive. The Monroe Doctrine Editorial Staff has the right to appeal the decision of the Director to the Operations and Personnel Committee of the Monroe Community College Association, Inc.

Procedures in Security Advertisements

- Correspondence will be sent to area businesses informing them of the advertising policies of the Monroe Doctrine.
- Appointments will be made to send a Monroe Doctrine representative designated by the Monroe Doctrine Business Manager to explain the Monroe Doctrine's policies to the prospective advertiser.
- The Monroe Doctrine representative will explain all terms of the contract to the advertiser prior to initiating the account.
- A contract can be initiated by the Monroe Doctrine representative; the final approval comes from the Monroe Doctrine Business Manager and the Director, Monroe Community College Association, Inc.
- All contracts will then be signed as per Article 2.

Financial Transactions and Budgeting

Payments of Advertisements

- Payment in full is due 30 days from the date of invoice and is subject to a 1 ½% per month late fee after 30 days.
- No advertising will be placed in the Monroe Doctrine until all contracts are signed.
- Two tear sheets and two complete copies of the advertisement will be mailed by the Accounting Office to the advertiser at the conclusion of the contact with a current invoice.
- New York State sales tax will be added to total cost of advertising.

Budgeting

- All revenue collected from Outside Advertising will accrue to the Student Association Revenue Account.
- All revenue collected from Outside Advertising will accrue to the Monroe Doctrine Capital Equipment Purchase Account to be used solely for the purchase of capital equipment (i.e., cameras, photo and developing equipment, office equipment, VDT equipment, and computers).

- A commission will be paid to the Monroe Doctrine representative responsible for the Advertising Account, when payment is received.

Billing Procedures

- The contract format will be approved by the Director of the Campus Center.
- Contractual conditions will be printed with all contract copies.
- The contract will have three copies:
 - All copies of the contract will be signed by the advertiser and the Director of the Campus Center or his/her designee, after approval of the Monroe Doctrine Business Manager.
 - The first copy of the contract will go to the advertiser after signing by the advertiser and the Director of the Campus Center.
 - The third copy of the contract will be kept by the Business Manager of the Monroe Doctrine.
 - The second copy of the contract will be kept by the Accounting Office of Monroe Community College Association, Inc.
- Bills will be sent monthly to advertisers by the Corporation Accounting Office with copies of the status of payments received for ads sent to the Monroe Doctrine Business Manager.
- Terms will be net thirty days, in accordance with present procedures already in use by the Monroe Community College Association, Inc.

Publication Requirements

- Standard sizes and prices will be determined to simplify layout and billing procedures. There will be no alterations to the size of block ads offered on the contract reservation form.
- Ads will be on the basis of column inches.
- All ads should be camera ready prior to the signing of the contract reservation, with the exception of straight line type, to be provided at cost. Ads not camera ready will carry a surcharge per the contract.
- All deadlines of ratification of contracts and cancellation of contracts will be three days prior to the publication of the Monroe Doctrine.

Outside Media

- All relationships with the media outside the College (press, radio, television) by students and/or student groups must be approved through the Campus Center Office and the College and Community Relations Department.

PEER MENTORS

<http://web.monroecc.edu/peermentors/>

Part of the Campus Center, MCC's Peer Assistance Resource Center (PARC) is staffed by **Peer Mentors**, students who have undergone extensive training in college information and leadership skills. Peer Mentors guide students through the Orientation programs which are held during the summer and in January. They are also available to assist students during the regular semester.

This is a paid student position. The application process begins in February of each year. Interviews and hiring takes place in April and May, and training is held in June. Attendance at all training sessions is mandatory. For information on how to apply for this exciting position, please visit the Campus Center Office, 3-126.

The Peer Mentor's Mission Statement: The Peer Assistance Resource Center embraces the three R's: Respect for Yourself, Respect for Others, and Respect for the College Community. To this end, the office and staff provide information and resources on leadership and wellness issues from a "peer to peer" perspective. The Peer Assistance Resource Center staff provides information and encouragement to assist students in embracing all aspects of a quality education, to expand their horizons and to achieve their greatest expectations.

In the PARC, students will find directions to and from various campus locations, the times and places of meetings for many of our clubs and organizations, and a schedule of events complete with important dates for the semester. Campus maps are also available. The PARC offers pamphlets and brochures on a multitude of subjects ranging from leadership skills to success strategies.

PHI THETA KAPPA

<http://web.monroecc.edu/phithetakappa/>

In the early 1980's, former Monroe Community College President, Dr. Peter Spina, encouraged Dr. Betty Jo Hopkins, the Dean of Mathematics and Natural Sciences, to establish an MCC Chapter of Phi Theta Kappa, the International Honor Society of Two Year Colleges. With the active support of Mr. R. Thomas Flynn, then Vice President of Student Services, the Alpha Theta Iota Chapter was chartered in March of 1982, and 20 students were inducted. In the academic year 2006-2007, a record number of 406 students were inducted, and the current on-campus membership at the beginning of spring 2007 is 479 students, the largest chapter in New York State. In the past two decades over 4,000 students have been inducted into Phi Theta Kappa at Monroe Community College.

During the twenty-five years Phi Theta Kappa has been on campus at MCC, the chapter has received numerous awards; the MCC Affirmative Action Award, MCC Community Service Award, and MCC Organization of the Year Award. Over the years, scholarships were awarded to members who attend the Phi Theta Kappa International Honors Institute, Conventions and Regional Leadership Conferences. Many active members of the chapter have received individual recognition for their scholarship, leadership, fellowship and service activities. In most recent years the chapter has ranked in the top 100 chapters internationally.

Scholarship availability is one of the most important reasons for membership. You cannot imagine how much money is actually out there available to you and all have to do is apply. Please stop in the Phi Theta Kappa office, 3-133 during office hours or check out the Phi Theta Kappa International site and look under scholarships <http://www.ptk.org/schol/welcome.htm> to find out more. To see a list of area colleges that offer Phi Theta Kappa transfer scholarships click on the following link [New York Scholarship Directory](#).

The Alpha Theta Iota Chapter of Phi Theta Kappa has enriched the lives of many members who have actively participated in its wide range of services and programs. Monroe Community College and the Rochester community have also been enriched in countless ways by the Honor Society, and this mutual enrichment will certainly continue to expand in years to come. For information on the MCC Phi Theta Kappa Alumni Association contact Jodi Oriel, Phi Theta Kappa Advisor at joriel@monroecc.edu

W M C C

<http://web.monroecc.edu/wmcc/>

WMCC the Fuse is the student-run radio station on Campus. It is a training ground for those who wish to take advantage of the knowledge, experience and opportunity to be gained in the broadcasting and communication fields. WMCC provides programs of entertainment, news and information and educational value to students and to the entire listening audience. WMCC makes announcements of calendar items of interest, academically, socially and culturally, to the listening audience.

Executive Board

The Executive Board of WMCC consists of the General Manager, Assistant General Manager, Program Director and Sales & Business Manager.

Process for Becoming a DJ's

All aspiring DJ's who wish to join the radio station are required to:

- Complete an application
- Be tested for voice quality and enunciation
- Participate in a training program
- Interested applicants may pick up an application by visiting the radio station, Building 3-137, or by calling the station at 292-2541.

Student Association Clubs

<http://www.monroecc.edu/go/clubs> (club website directory)

MCC has over 50 chartered clubs on campus, and we are always ready to meet with you to share your interest in either joining an existing club or starting something totally new. The guidelines for starting a club are listed below:

- All student clubs and organizations must be chartered by the Student Association. Students interested in forming a new club or organization must apply for a charter to the appropriate Campus Center Office, Brighton or Damon.
- Solicit students who hold the same interest as you in the vision of your club. Hold interest meetings with other students.
- Get the signature of a full-time faculty or staff member who agrees to serve as your organization's advisor and develop a tentative list of club officers.
- Draft a proposed constitution that includes a statement of purpose and plans for operation.
- Compose a statement of financial structure and a tentative list of activities.
- Return completed forms to the Campus Center Office.
- Attend designated meeting of the Senate or S.E.G.A. to request to be chartered as a club.
- A duplicate list of officers, faculty adviser and constitution must be filed with the Campus Center Office at the beginning of each semester. A membership list must also be submitted. Each organization is responsible for keeping this information up-to-date.

All new clubs and organizations that meet the approval of the Brighton Senate or Damon SEGA are conditionally chartered for one semester, after which an evaluation for permanent charter is made. Any chartered club or organization that remains inactive for three consecutive semesters will be de-chartered and must apply for a new charter to be re-activated.

ACCOUNTING AND BUSINESS CLUB

The purpose of this club is to promote and open career opportunities to those students who are interested in the accounting and/or business profession.

AIR CONDITIONING CONTRACTORS OF AMERICA (ACCA)

The purpose of this club is to expose MCC students to an array of Heating, Ventilation and Air Conditioning topics, collaborate with area businesses, and give students the opportunity to be a part of the national chapter of ACCA. Their goal is to educate members, prepare students for the workforce and to network with potential employers.

AMERICAN SIGN LANGUAGE CLUB - BRIGHTON AND DAMON

This club invites all students into the world of sign language. Students interact side by side with students who hear and with students who hear through sign language. Students explore sign language as a culture and language.

BAHA'I CLUB

The basic premise of the Baha'i Club is to uphold the unity of God, and to inculcate the principle oneness and wholeness of the human race. The club maintains the principles of equal rights, opportunities and privileges for men and women, while focusing on eliminating extreme poverty through service.

BALLROOM AND LATIN DANCE CLUB

This club promotes and encourages the dance art and sport within the college community. They work closely with many Rochester based dance organizations including, but not limited to, USA Dance (formerly USABDA), Dance Lovers, and Dance Encounters.

BAOBAB DANCE AND DRUM CLUB - DAMON

The purpose of this club is to expose students (faculty/staff) to African/Caribbean dance and drumming and to the rich cultural heritage that is translated through these media.

BIOLOGY CLUB

Students in this club explore all aspects of biology and related fields. Students learn about biological careers in this field.

BLACKBIRD ENTERTAINMENT

This club promotes and supports excellence in theatrical production on the MCC campus. Through participation, it provides opportunities to be exposed to the field of performing arts, the chance to audition and learn about all aspects of producing a play or other theater-type experience.

BLACK STUDENT UNION

This club promotes awareness and serves as a support system for African American students on campus. This club provides regular programs and education, cultural awareness and social events that involve the contributions of blacks in America.

CAMPUS AMBASSADORS

The purpose of this club is to provide a Christian Fellowship for a diverse group of students and help them get involved in a local church. They also provide opportunities for students who are interested in investigating or developing different religious affiliations.

CAMPUS CRUSADE FOR CHRIST

This club is an interdenominational Christian student group. Working with principals that are guidelines from the Bible, their primary belief is that Jesus Christ is God's son and savior of the world. Students plan activities and events around this belief.

CHEMISTRY CLUB

The purpose of this organization is to nurture interest and expertise related to educational and vocational areas of chemistry.

CHINESE CULTURE CLUB

The purpose of this organization is to strengthen its members' understanding of the Chinese language. Although understanding the culture is a benefit to joining this club, their main focus is to teach, educate and strengthen students' skills in the Chinese language.

CREATIVE CREW

The purpose of this club is to help develop the creative abilities and thinking of MCC students. Their goal is to discover the true meaning of creativity, by using games, activities, readings that will expand the outward thinking of all its members.

CINEMA SOCIETY

The purpose of this organization is to promote all aspects of cinema through special events, projects, film series and small productions.

CRIMINAL JUSTICE CLUB - DAMON CAMPUS

The purpose of this club is to further the ideas and aims of the criminal justice system by identifying and discussing current issues in criminal justice and law enforcement and proposing possible solutions; to expose members to a wide variety of different fields and careers in criminal justice through guest speakers and visits to criminal justice affiliated facilities; to expand members' knowledge of the functions and workings of the criminal justice system, especially on a community level; to actively contribute to the Criminal Justice Program at MCC.

ELECTRONIC GAMING SOCIETY

The goal of this club is to attract those interested in electronic entertainment by exploring all avenues of electronic games and technology. This group also investigates new products on the market and new ideas in the gaming field.

ENGINEERING LEADERSHIP COUNCIL

This club explores different aspects of engineering (civil, chemical, electrical and mechanical), and features hands-on experience, i.e., field trips, model building and demonstrations.

FITNESS AND WELLNESS CLUB

This club is specifically designed to promote healthy behaviors, educational tools and positive outlets for areas pertaining to the five points of the student wellness model (physical, intellectual, social, spiritual and emotional). The goal is to become positive role models in healthy behavior.

FUTURE EDUCATORS CLUB - DAMON CAMPUS

Students who are exploring the field of teaching as a career will share the intellectual, emotional and spiritual aspects of the teaching profession.

GEO SCIENCE ASSOCIATION

This club exists to further the ideas and aims of geoscience (geology and geography). Students will learn and gather knowledge of both fields, through programming, field trips and demonstrations from experts in the field.

GLOBAL UNION INTERNATIONAL STUDENTS' ASSOCIATION

This club provides a forum for international students at MCC by promoting understanding and goodwill between international students and their American counterparts. Students exchange ideas, cultural awareness and plan activities together.

GOSPEL CHOIR

This club services a directive to spread the word of God through music. Students get hands-on training in voice with a trained instructor. They also have the opportunity to plan choir events and performances both on and off campus.

GRUPO DE CAPOEIRA

This unique club studies and practices the art of ancient Brazilian techniques using the art of dance and simulated karate moves to portray movement, fighting techniques, and dance.

HEALTH INFORMATION TECHNOLOGY CLUB

The purpose of this club is to get interested students involved in promoting the health professions and to also promote students everywhere to live a healthier lifestyle. Students who are majoring in the health field get the opportunity to explore careers in the field.

HILLEL AT MCC

The purpose of this organization is to bring together Jewish students, faculty and staff as well as all college community members who are interested, appreciate and want to share in the Jewish culture through programming, events and socializing.

HORSEBACK RIDING CLUB

The purpose of this club is to expand the student's mind and educate them about the knowledge and usefulness of horses. The club does training workshops on how to ride a horse, caring and grooming of horses and proper treatment of these beautiful animals.

HOSPITALITY CLUB

This club acquaints students with the food service and hotel industries, and identifies where a student's interest might specialize into a certain field. Members have an opportunity to exchange ideas and experiences through discussion, study, field trips, menu planning and publication.

HUMAN SERVICE CLUB - DAMON CAMPUS

The purpose of this club is to help students recognize human service as a profession with rights and responsibilities; to extend experiential learning beyond the seminar and field work experiences; to help students develop leadership and citizenship skills; to help students learn skills which they can apply in agencies and in the community; to help promote the Human Services Department as a community resource; to link current students, alumni and professionals in the greater Rochester community.

MODERN JAPANESE CULTURAL SOCIETY

The purpose of the organization is to provide students who have an interest in the Japanese culture, entertainment, and language, the environment needed to educate students in the Japanese culture through visual aids such as: movies, literature, music and documentaries, and to tutor students in the Japanese language in order to gain a greater respect for the culture.

MC² - DAMON

MC² (Step Team) – The purpose of this club is to carry on an African dance known as the boot dance through modern day step. This club will build character while keeping one physically fit.

MODERN JAPANESE CULTURAL SOCIETY

The purpose of the organization is to provide students who have an interest in the Japanese culture, entertainment, and language, the environment needed to educate students in the Japanese culture through visual aids such as: movies, literature, music and documentaries, and to tutor students in the Japanese language in order to gain a greater respect for the culture.

MPOWER - DAMON

The purpose of this club is to organize and facilitate community members with a common interest in DHS services to advocate, define and implement public policy promoting self sufficiency.

MESSAGE THERAPY CLUB

This club promotes cohesiveness and fellowship among massage therapy students and other students interested in the field of massage therapy and also helps incoming massage therapy students with adjusting to the requirements of the program.

MATH CLUB

The purpose of the Math Club is to deepen student awareness, skills and appreciation of mathematics and its connections to other disciplines. Students develop higher levels of mathematical problem solving skills in ways that are fun, interesting and challenging.

MINI BAJA TEAM

The Mini Baja's purpose is to create and build a functioning mini-baja car and ultimately to compete in the Society of Automotive Engineers (SAE) Design Competition. The competition challenges students of various disciplines to put their classroom training to the test with a real world application.

MUSLIM STUDENT ASSOCIATION- BRIGHTON AND DAMON

This club explores the practices of the Muslim Religion and provides the opportunity for students to combine student activities and religious practices at MCC.

NATIVE AMERICAN CLUB

This purpose of this club is to enhance cultural and social activities of particular interest to Native American students while bringing awareness to the college community. Students from all backgrounds are encouraged to explore the contributions and history of Native American people.

OUTDOOR ACTIVITIES UNLIMITED

This active club promotes and organizes outdoor activities throughout the year. Students experience activities such as rock climbing, biking, skiing and ice skating. Students also get training in wilderness survival.

PAN AFRICAN STUDENTS ORGANIZATION

This club is made up of many different students from different tribes of Africa along with students from all backgrounds at MCC. Their sole purpose is to educate the college community about African history, countries and traditions. Students from all backgrounds help plan events and activities.

PARALEGAL CLUB - DAMON

The purpose of this club is to promote the educational opportunities for paralegal students at MCC and to create and enhance employment partnerships in the community for internships.

PEACE AND JUSTICE COALITION

The purpose of this club is to promote peace and social justice in our community and throughout the world through events and activities.

PHILOSOPHY CLUB

The purpose of this club is to foster knowledge and critical thinking in the area of philosophy. Students are encouraged to engage in analyzing issues and to participate in constructive debates and discussions.

PHYSICAL STUDIES

This club stresses the importance of physical education. Opportunities present themselves to learn the importance of physical fitness. Careers in this field are also explored.

POETIC MINDS - DAMON

The purpose of this club is to heal and educate while celebrating life through words.

PRIDE ALLIANCE

This club provides a support group for gay, lesbian and bisexual students. This group acts as an advocate for these students by promoting awareness of the contributions of this culture.

S.A.D.H.A. [STUDENT AMERICAN DENTAL HYGIENISTS' ASSOCIATION]

Students explore experimentation and receive hands-on experience in the field of dental hygiene. Upon graduating, student members can join the parent association, New York State Dental Hygienists' Association.

SCI-FI FANTASY CLUB

The purpose of this club is to explore the cultural pastime of reading, watching and creating Sci-Fi/Fantasy material to be discussed and analyzed through a variety of activities.

SPANISH CLUB

The purpose of this club is to study the history of the Spanish Language as it is spoken by different Latin American countries through group interaction, field trips and lectures on the origins and culture of many Latin American groups.

STUDENT ART ORGANIZATION

Students expand their learning and creativity through special art shows, galleries, films, workshops and speakers who explore different types of art media.

STUDENT MUSIC ASSOCIATION

Students learn the various types of music by learning and experimenting with different instruments. Students also have the opportunity to sing or play in a live ensemble.

STUDENT NURSES ASSOCIATION

Students who are continuing a career in nursing experience the cohesiveness and networking experience by servicing the college and community. Opportunities to assist and mentor incoming nursing students into the program are encouraged.

STUDENT ORGANIZATION OF WOMEN LEADERS

The purpose of this club is to give a stronger voice to the women of Monroe Community College; to create better awareness of women's issues at MCC as well as the larger community; to organize events and activities that will inspire discussion of women's issues; to help less privileged women in the community; to give the women of MCC a community where they can express themselves, find support from other women, talk about issues concerning women, and make friends with other women.

TRAVEL CLUB

Students learn the basic concepts and standards of the travel and tourism business while receiving hands-on training in airline reservations, tours and conference planning.

VETERANS CLUB

The purpose of this club is to inform the student body of past and present veteran's issues and concerns.

Student Association Organization Room Numbers and Phone Numbers

ORGANIZATION	ROOM #	PHONE #
Campus Association for Student Activities (C.A.S.A.)	3 - 132	2545
Cabbages and Kings	3 - 131	2575
Global Union International Students' Association	3 - 135	2557
Holocaust Genocide Studies Project	3 - 138 - K	3654
Monroe Doctrine	3 - 134	2540 - 2542
Peer Mentors	3 - 120	2552
Phi Theta Kappa	3 - 133	2567
Presidential Cabinet	3 - 127	2549
Student Government	3 - 127	2546
Student Government – DCC	4 - 008	1685
WMCC	3 - 137	2541
OAU/Mini Baja	3 - 138 A	3647

Student Association Club Room Numbers and Phone Numbers

CLUB OFFICES		ROOM #	PHONE #
		3 - 138 C	3 6 4 6
		3 - 138 D	3 6 4 7
		3 - 138 E	3 6 4 8
		3 - 138 F	3 6 4 9
		3 - 138 G	3 6 5 1
		3 - 138 H	3 6 5 2
		3 - 138 J	3 6 5 3
		3 - 138 K	3 6 5 4
		3 - 138 L	3 6 5 5
	▼	3 - 138 M	3 6 5 6
These offices are assigned yearly.		3 - 138 N	3 6 5 7
		3 - 138 P	3 6 5 8
		3 - 138 Q	3 6 6 1

Only 13 club offices are available for assignment each year. Please contact the Campus Center for details on how to request a club office.