



NIAGARA  
UNIVERSITY

# CLUBS & ORGANIZATION

## HANDBOOK

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# **Niagara University Club / Class Government Handbook**

## Preface


This publication is designed as a guide to assist you with organizing and developing your club or class government. Additionally, you should get some ideas to assist with the club's day-to-day. This guide is intended to clarify university. It does not replace the NU Student Handbook, which outlines a complete list of university policies and procedures.

The knowledge you gain from participation in co-curricular activities has many long-range benefits. The ability to lead a group, to have vision, to become a reliable member of an organization all enhances your work-related skills. These are the skills that employers will be looking for and by participating in campus activities you will have improved your marketability to prospective employers and have the ability to build a better resume.

I hope this guide will benefit both you and your organization. In closing, I would like to thank you for being a part of campus activities at Niagara University. Your involvement has added to the development of a truly holistic NU Community!

Mati Ortiz  
Director of Campus Activities

Rev. 9/28/2010

 <b>NIAGARA UNIVERSITY</b> <i>Education That Makes a Difference</i>	<b>Policy</b> <b>1</b>	<b>Getting Started with a Club Program</b>	
		<b>Revised</b>	<b>9/2010</b>


**SUBJECT: GETTING STARTED WITH A CLUB PROGRAM**

**COVERAGE: PROCEDURES FOR INSTITUTING A CLUB AT NIAGARA UNIVERSITY**

While class governments are pre-established entities at NU, new clubs form on a regular basis. Starting a club is a relatively simple task if you are willing to take the time and do a little homework. The process has six steps.

1. Determine what type of club you would like to start. Will it be educational or social in nature? Speak with friends to determine if there is more than one person (yourself) interested---remember you cannot be a club unto yourself! Also bear in mind that the mission of the university must be considered when thinking about the type of organization you may want to establish.
2. Hold a campus-wide interest meeting. This is where you will find out if you have enough people to start the club. (Currently, a minimum of seven members is required) The Campus Activities office can help you secure a room to hold the meeting and assist you in advertising.
3. Write a constitution. The next step, if you have enough interest, is to write a constitution for your group. You can receive a constitution template and guidelines from the Student Government (<http://purple.niagara.edu/nusga> ) or Campus Activities Office (<http://www.niagara.edu/cao>). Follow the format in order to comply with all the necessary procedures.
4. Defend your constitution before Student Government. The president of your organization must ask the NUSGA Parliamentarian to present your constitution before a regular session of the Student Senate. The president or an officer and at least one representative must be present at the meeting to answer questions about your constitution.
5. The vote for approval. The student senate will vote on your constitution. A favorable majority will be needed to approve the constitution. If it is approved then both NUSGA and the University recognize the organization.
6. 30 days of probation. 30 days of probation. Once the organization is approved you will be on 30 days of probation, which will be overseen by a NUSGA member in conjunction with Campus Activities. The organization must abide by all rules and regulations of the clubs and organizations handbook and by the policies and procedures outlined in the Niagara University Student Handbook. Failure to comply will result in the disbanding of the organization. After 30 days the organization is fully recognized and has all the rights, privileges and responsibilities of any other group on campus.
7. Funding. For a club to be funded by NUSGA they must first be recognized by it. The deadline for following semester funding eligibility by October 1<sup>st</sup> in the fall semester or March 1<sup>st</sup> of the spring semester. In addition, each new club must complete the 30 days of probation and be on campus for a full semester, collect dues, and complete the community service requirement to receive funding for trips, conferences and honor banquets, as well as have a fundraiser the previous semester.
8. Community Service Requirement. In connection with Niagara's Vincentian tradition and mission, every club member whose name is on the roster submitted to NUSGA shall volunteer for three hours of community service per semester for funding. At the end of the semester, at least 75% of the club members must have volunteered. A 10% deduction will result if 75% of the club did not participate in community service. For a complete/detailed list of guidelines, please obtain a copy of the updated NUSGA budget rules from the NUSGA office.

If you have any questions with these procedures please direct them to the Office of Campus Activities, lower level Gallagher Center, 286-8510.

 <b>NIAGARA UNIVERSITY</b> <i>Education That Makes a Difference</i>	<b>Policy</b> <b>2</b>	<b>Club Membership &amp; Eligibility Requirements</b>	
		<b>Revised</b>	<b>9/2010</b>

**SUBJECT: CLUB MEMBERSHIP & ELIGIBILITY REQUIREMENTS**

**POLICY: GRADES**


In order to run for or hold office in student government, you must maintain a QPA of at least 2.25 and be making satisfactory academic progress. In order to hold an officer's position in a club, club sport or student organization, you must maintain a QPA of at least 2.0 and be making satisfactory academic progress. A student's conduct record may also impact his/her ability to run for or hold an officer's position. The campus activities officer verifies the QPA and academic standing of all student officers on organizations and club rosters each semester.

**CLUB SPORTS MEMBERSHIP AND ELIGIBILITY REQUIREMENTS**

In most cases, club members must be a full-time matriculated undergraduate student at Niagara University. Those on disciplinary probation may forfeit their right to be involved in club sports. Graduate and part-time students may participate if league rules permit it. Graduate and part-time students who participate in a club sport will be required to pay an activities fee. In determining student eligibility for club sports the following guidelines should be followed:

1. Club Sport officers and team members must be knowledgeable of the eligibility rules for competition in their respective leagues and eligibility rules outlined in this handbook.

The following information is requested on club sport rosters: Name, ID #, and year in school. A student must present a current student ID for the semester of play to the club president. If a student does not display a current ID, the student should be considered ineligible and they will not be allowed to compete.

 <b>NIAGARA UNIVERSITY</b> <i>Education That Makes a Difference</i>	<b>Policy</b> <b>3</b>	<b>Niagara University Advisor Policy</b>	
		<b>Revised</b>	<b>9/2010</b>

**SUBJECT: NIAGARA UNIVERSITY ADVISOR POLICY**

**POLICY: NIAGARA UNIVERSITY CLUB/ORGANIZATION/CLASS ADVISOR POLICY**

All university-sponsored organizations and class governments, including the NUSGA Cabinet, are required to have a full time university administrative, faculty or staff advisor. The advisor helps to direct and advise the organization, as well as to clarify its purpose within the framework of the Vincentian Mission of Niagara University. The advisor is appointed by the Director of Campus Activities after appropriate consultation with members of the club, organization or class.

**RESPONSIBILITIES OF THE ADVISOR**


- To help clarify and adhere to the policies/procedures for student clubs and organizations as outlined by the Office of Campus Activities, NUSGA constitution and by-laws, Club/Organization Government Handbook, Student Handbook, Club Sports Handbook, and the Niagara University Student Handbook
- To assist the organization to act in accordance with its constitution and purpose
- To assist in group conflict resolution and/or other issues
- To know the activities of the organization, to insure that said activities are registered with Campus Activities, and to make an effort to attend whenever possible
- To attend at least six organizational and planning meetings of the group per semester and to assist the organization's officers in program evaluation
- To assist in coordinating the community service requirements for the club/organization/class delegation in order to receive NUSGA funding
- To acquire the knowledge of funding and budgeting requirements from NUSGA
- To assist the officers with fund raising and budget planning
- To review and co-sign all checks requests, money orders, travel authorizations, and any other matters pertaining to finances

***NB: STUDENTS MAY NOT SIGN CONTRACTS OR MAKE OTHER LEGAL BINDING AGREEMENTS AS A REPRESENTATIVE OF THE UNIVERSITY, ONLY THE DIRECTOR OF CAMPUS ACTIVITIES MAY DO SO.***

**RESPONSIBILITIES OF THE ORGANIZATION'S MEMBERSHIP TO THE ADVISOR**

- To seek the advice/expertise of the advisor concerning the policies/procedures as mentioned above
- To notify the advisor, well in advance, of meetings and activities of the organization
- To meet with the advisor a minimum of six times per semester
- To have a working knowledge of NUSGA funding and budgeting policies
- To extend a paid invitation to the advisor to all social functions of the organization in a timely manner, (at least two weeks).

To show appreciation to the advisor for his/her efforts

 <b>NIAGARA UNIVERSITY</b> <i>Education That Makes a Difference</i>	<b>Policy 4</b>	<b>Club Finances</b>	
		<b>Revised</b>	<b>9/2010</b>

**SUBJECT: CLUB FINANCES**

**POLICY: ORGANIZATIONAL FUNDING AND FUNDRAISING VENTURES**

A NUSGA recognized organization is required to collect dues, fundraise and complete community service hours to be eligible for any funding support through the NUSGA. All organizations' treasurers will work with the NUSGA treasurer to prepare a budget that will be submitted to the legislative body for approval. NUSGA's specific "Budget Rules" can be found at <http://purple.niagara.edu/nusga/governing-documents/>.

Fundraising is an excellent way for an organization to help defray costs of a trip, conference or social function. Before any fundraising is initiated, the **director of campus activities must approve** the activity, schedule it and allocate space. Any off-campus fundraising by a university- sponsored organization must first receive approval from the director of advancement services, located in the Butler building. For detailed information concerning fundraising/canvassing, please refer to **Section II, Campus Life, "Solicitations, Fundraising and Canvassing"** in the NU Planner and Student Handbook. **NOTE: Fundraising activities that may be construed as gambling in nature will not be approved.**

**ORGANIZATIONAL FINANCIAL ACCOUNT MANAGEMENT**

The NUSGA and club/class treasurers will receive a university account code in the name of their organizations. All monies, including dues collected, fundraising and NUSGA funding, will be deposited into this account via the student accounts office. Advisors will receive monthly budget reports from either the controller's office or the campus activities office and are expected to work with club/class treasurers to monitor expenditures and co-sign all check requests. Check requests (appendix 11) will be submitted to the director of campus activities for signature. Upon approval, requests will be submitted to the university accounts payable/receivable office. Check requests must be submitted by Thursday in order to receive funds the following Thursday. In emergency situations, petty cash not to exceed \$50 may be received by using the attached form (appendix 12). Once appropriate signatures have been obtained, the director of campus activities will submit the petty cash request to student accounts. The funds will be made available the same day between 9:00am -5:00pm, Monday through Friday.

 <i>Education That Makes a Difference</i>	<b>Policy 5</b>	<b>Alcoholic Beverages</b>	
		<b>Revised</b>	<b>9/2010</b>

**SUBJECT: ALCOHOLIC BEVERAGES**

**POLICY:**

Niagara University, in compliance with the NYS law, permits the possession, consumption, sale, purchase, or gift of alcoholic beverages to those who are 21 years of age or older. University funds to include Student Government funds and/or Student Government allocations to Club/Organization/Classes may not be used, to purchase “open bar” space, i.e. pay one price for all you can drink. Such a practice has been found to promote irresponsible consumption of alcoholic beverages. The purchase of open bar space by NUSGA/clubs/organizations/classes is contingent upon ticket price (must cover alcohol costs), and is limited to 2 hours. If drink tickets are used in place of open bar, the number of drink tickets shall be limited to 3 per person, and is also contingent on ticket price. If wine is provided at the dinner table, this will take the place of open bar or drink tickets and once again is contingent on ticket price. For other specific prohibitions regarding the use of alcohol at events please refer to **Section II Campus Life "Alcoholic Beverages"** in the NU Student Handbook.

On campus, the only approved and licensed caterer of alcohol is the university food service contractor. Off campus, the establishment where the event is to take place must hold the license. Niagara student organizations are not allowed to secure a liquor license.

The following must also be adhered to:

- At any campus event at which alcohol is served, food and non-alcoholic beverages must also be served and featured as prominently as alcoholic beverages
- University-related happy hours and/or raffles involving baskets of cheer must be approved by Campus Activities
- No privately obtained alcoholic beverages may be brought to an organized event
- Advertisements for any social function should not create the impression that alcohol consumption is the major purpose of the event

**\*\*DRINKING SHOULD NEVER BE THE FOCUS OF ANY SOCIAL EVENT\*\***

 <i>Education That Makes a Difference</i>	<b>Policy 6</b>	<b>Hazing</b>	
		<b>Revised</b>	<b>9/2010</b>

**SUBJECT: HAZING**

**POLICY:**

Above and beyond the New York Penal law, Niagara University interprets hazing as any act, whether physical, mental, emotional, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass or intimidate the person, or which may in any fashion compromise the inherent dignity of the person. In addition, any requirements by a member compelling another member to participate in any activity which is against university policy or state/federal law will be defined as hazing.

**THE NEW YORK STATE ANTI-HAZING LAW IS VERY CLEAR  
(EDUCATION LAW S.6831-B OR A.11012-B)**


"The trustees or other governing board of every college chartered by the regents or incorporated by special act of the legislature shall adopt rules and regulations for the maintenance of public order on college campuses and other college property used for educational purposes and provide a program for the enforcement thereof. Such rules and regulations shall prohibit, among other things, 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 or affiliation with any organization. Such rules and regulations shall govern the conduct of students, faculty and other staff as well as visitors and other licensees and invites on such campuses and property. The penalty for violations of such rules and regulations shall be clearly set forth therein and shall include provisions for the ejection of a violator, his suspension, expulsion or other appropriate disciplinary action and, in the case of an organization which authorizes such conduct, revision of permission for that organization to operate on campus property. Such penalties shall be in addition to any penalty pursuant to the penal law or any other chapter to which a violator or organization may be subject..."

**SOME OF THE ACTIVITIES CLASSIFIED AS HAZING INCLUDE:**

- Forced road trips off campus, kidnaps of initiated members, or any situations in which new members are left stranded without any money or means of transportation especially in remote or hostile locations
- Any tests of stamina with forced physical activity and exercise, whether extreme or not (e.g.: push-ups, sit-ups or other calisthenics, runs, walks, etc.; whether on a regular surface such as land or floor or in some substance such as mud, snow, etc.)
- Paddling or any other unwarranted touching of the body
- All-night work or study sessions or other forms of sleep deprivation.
- Forcing or requiring the ingestion of any liquid or solid matter, edible or non-edible
- Requiring members to wear unusual, conspicuous, embarrassing or uncomfortable objects or clothing, or is not considered to be in good taste
- Uncomfortable or inconvenient sleeping arrangements, including forced sleeping outdoors.
- Forcing or requiring members to strip to a semi-naked or naked state. Forcing or requiring members to expose themselves in public areas
- Forcing an individual to participate in any activity or become involved in any situation that is in violation of federal, state or local laws; contrary to the person's genuine moral religious beliefs; or contrary to the rules and regulations and mission of Niagara University
- Any activity that would degrade or otherwise compromise the dignity of the individual
- Any activity that requires an unreasonable or inordinate amount of the individual's time, or in any manner impairs the individual's academic efforts
- Any activity that makes the individual an object of amusement or ridicule

**-IF YOU THINK IT'S HAZING, IT PROBABLY IS-**

Penalties for hazing are **severe**. They include individual expulsion and or the disbanding of the entire organization. In short, Niagara University will not tolerate hazing in any form.

 <b>NIAGARA UNIVERSITY</b> <i>Education That Makes a Difference</i>	<b>Policy</b> <b>7</b>	<b>Conduct and Violation</b>	
		<b>Revised</b>	<b>9/2010</b>

**SUBJECT: CONDUCT AND VIOLATION**

**POLICY:**

The official Code of Conduct for all students can be found in the **NU Student Handbook** in **Section IV. Rules of Student Conduct, Judicial Procedures and Student Rights**. All members of organized student clubs should adhere to this Code. This information represents a starting point. Policies and procedures do not “make” the organization. Assistance in developing your group will come from you and your peers with help from us. The Campus Activities Office is interested in helping student organizations be successful. Particular attention should be given when a club/organization is off campus. Students at semi-formals, dances, off-campus fund raising, etc., are representing Niagara University. Conduct off campus may be considered in disciplinary proceedings if the student was in attendance at a sponsored event when a serious infraction occurred, i.e. injury, damage to property, disorderly conduct, being arrested by local authorities.

Some examples of these types of events would be:

- Semi-formal dance at a local hotel
- Community fund-raising initiatives
- Club sport away game


In order to maintain Niagara University’s good name it is imperative that students present themselves in a respectable manner while off campus as well as on.

In conclusion, the information contained in this guide represents a starting point. Policies and procedures are a very important part of any organizations' structure but, policies and procedures do not “make” the organization. Assistance in developing your group will come from you and your peers with help from us. The Campus Activities office is interested in helping student organizations but we cannot do that without one very important element—YOU. Good luck in both your academic and extracurricular life at Niagara University

**VIOLATIONS OF POLICY AND PROCEDURES**

Club participants not abiding by established Niagara University policies and procedures for student conduct and/or the policies and procedures outlined in this booklet will be in jeopardy of disciplinary action. Disciplinary action will be determined by consultation between the Kiernan Center Director, Advisor of the club, and the Director of Campus Activities.

**NOTE:** If a violation or infraction is deemed serious enough and warrants immediate attention by the Kiernan Center Director and/or the Director or Campus Activities, the club that is in violation may lose all rights as a club immediately.

 <b>NIAGARA UNIVERSITY</b> <i>Education That Makes a Difference</i>	<b>Policy 8</b>	<b>Advertising, Publications, Mailboxes and Web Sites</b>	
		<b>Revised</b>	<b>9/2010</b>

**SUBJECT: ADVERTISING, PUBLICATIONS, MAILBOXES AND WEB SITES**

**POLICY: ADVERTISING**

All advertising must bear an approval stamp from the Campus Activities office and be placed on approved posting locations. Each individual flyer must be stamped. Photocopies of the approval stamp are not acceptable. If flyers are found with photocopied approval stamps, or flyers are placed in locations not approved for posting then the flyers will be taken down by a Campus Activities staff person. A list of approved bulletin board locations can be obtained from the Campus Activities office. Advertisements to be placed in the residence halls must also be approved by the Dean of Student Affairs Office, as well.

Large poster paper, marker paints, tape, and other resources to assist student organizations with advertising area available in the Office of Campus Activities. Student organizations can also advertise on digital signage by contacting Information Technology, the Index (student newspaper) and on WNIA, the campus radio station.


Student organizations have available to them large poster paper, marker paints, tape, and other resources to assist them with advertising through the Campus Activities office. Student organizations can also advertise in the INDEX (student newspaper) and on WNIA, the campus radio station.

**CLUB WEB PAGES**

All clubs and organizations must be registered with the Campus Activities Office (CAO) in order to be linked to the CAO web site. Any clubs that want a web site the site must be approved by the Director of Campus Activities and the site will be linked to the CAO site. Clubs may not have a web site that is outside the university network system without working with the Campus Activities office first.

**MAIL BOXES**

All student clubs and organizations have a mailbox near the Campus Activities office in the LLGC. Club Sports have mailboxes in the Kiernan Recreation Center. It is very important that these mailboxes are checked at least once per week (ideally each day) in order to stay informed. Mailboxes are the primary means of communicating information to the clubs. Information like NUSGA Budget Workshops, funding requirements, Activities Fair and other special events are distributed through the mail. If a club is not diligent in checking the mail then they run the risk of missing out on funding information as well as a myriad of other opportunities.

 <b>NIAGARA UNIVERSITY</b> <i>Education That Makes a Difference</i>	<b>Policy</b> <b>9</b>	<b>Reservations &amp; Registration of Events and Facilities</b>	
		<b>Revised</b>	<b>9/2010</b>

**SUBJECT: RESERVATIONS & REGISTRATION OF EVENTS AND FACILITIES**

**POLICY: REGISTRATION OF EVENTS**

Registering events is a simple process. Contacting the Campus Activities office and reporting the date, time and place of the activity, registers the event. This allows the Campus Activities office to know what is going on and provides the correct information for inquiries. It helps reduce scheduling conflicts with other events, and maximizes attendance. Your activity may also be included in the "NU Clue" weekly email newsletter.


**RESERVATION OF FACILITIES**

From time to time, a student organization may, but are not limited to, utilize university space for a variety of functions. These areas include: Gallagher Center, the Study Lounge, Under the Taps; DN 127; the Kiernan Center; and the Heritage Room in Clet Hall. As a recognized student organization, clubs/classes have the right to use these areas and other areas providing there are no conflicts with other events. For more information on locations and reservation forms, please contact Campus Activities at x8510.

**FIELD/FACILITY RESERVATIONS**

In order to reserve a field or a facility in the Kiernan Center, clubs should e-mail the Kiernan Center Director. Facility availability is limited; however, the Kiernan Director will attempt to accommodate a club's request. It is important that clubs try to remain flexible in scheduling, and at times willing to settle for something other than the original request. A cooperative attitude from your club makes it easier for the Kiernan Director to assist you. Requests for lining of fields must be submitted to the Kiernan Center Director at least (2) two weeks in advance of the scheduled activity.

**NOTE: Clubs using the Kiernan Center during non-operational hours will be required to have a non-student supervisor present at all times. The individual acting as the supervisor must be approved by the Kiernan Center Director.**

 <b>NIAGARA UNIVERSITY</b> <i>Education That Makes a Difference</i>	<b>Policy 10</b>	<b>Event Management</b>	
		<b>Revised</b>	<b>9/2010</b>


**SUBJECT: EVENT MANAGEMENT**

**POLICY:**

When a student organization manages an event or ceremony on or off campus several items should be addressed to insure a safe, secure event. The items are: safety, security and contractual legal obligations. First, the event should be registered with Campus Activities. The location, if on campus, should be reserved with the proper office, if not sure with whom, contact Campus Activities x8510. If an off-campus contract (with a hotel, recreation hall, etc.) is to be set up, the Director of Campus Activities signature must be on the contract. Students may not enter into financial agreements on behalf of the university. If such an occurrence was to take place then the individual signor (student) will be responsible and liable for any and all charges. In effect, the University will not indemnify the student.

Some other areas that should be considered are:

- Who is the intended audience, and are the activities planned geared towards that population
- Are safety and legal issues a concern? Possibly Campus Safety or hotel security should be hired as a safeguard. Feel free to contact the Director of Campus Activities to discuss this area at greater length
- For off-campus locations: should transportation be provided and at what cost, if any
- Who should be invited? At many events, particularly at the end of the spring semester, many groups are having end of the year banquets. At these special functions, the organization should consider inviting various campus officials

 <b>NIAGARA UNIVERSITY</b> <i>Education That Makes a Difference</i>	<b>Policy 11</b>	<b>Guest Protocol</b>	
		<b>Revised</b>	<b>9/2010</b>

**SUBJECT: GUEST PROTOCOL**

**POLICY:**

Inviting non-members to events can add to building a sense of campus community by bringing students together with staff members, faculty and administrators in an informal setting. All student organizations should carefully consider inviting campus officials to their events.


Basic protocol includes:

- Invite individuals who have a connection to the group (e.g. the Dean of Business should be invited to the Accounting Society's Christmas Social)
- If a group received help from a secretary, that secretary would probably appreciate an invitation to the year-end social
- Invitations to the President and/or Functional Officers (Vice Presidents) should be sent at least one month in advance

Some basic etiquette guidelines to follow are:

- Students should make an attempt to spend time with special guests
- For paid events, complimentary tickets should be provided for special guests, their spouses and/or dates
- Seat speakers and special guests at the head table when possible
- If special guests will not be speaking, they should be placed at a reserved table towards the front/head table
- Special guests should be acknowledged publicly
- The events' chair should personally offer appreciation privately to the guests just prior to their departure

Attention to guest protocol will not only add “class” to your event it may also help increase the visibility and reputation of your organization.

 <b>NIAGARA UNIVERSITY</b> <i>Education That Makes a Difference</i>	<b>Policy 12</b>	<b>Club and Organization Travel</b>	
		<b>Revised</b>	<b>9/2010</b>

**SUBJECT: CLUB AND ORGANIZATION TRAVEL POLICY**  
**POLICY:**

The Niagara University Club and Organization Travel Policy is designed to outline the procedures that must be met prior to university-sponsored travel. The following criteria are designed to ensure the health, safety and well-being of students while traveling. The following requirements must be met before Niagara University allows travel by a sponsored club or organization.

1. Driver must check to ensure that vehicle that is being driven has insurance that covers vehicle and passengers.
2. Vehicle being used must have valid registration and inspection stickers clearly displayed.
3. The number of passengers will not exceed the vehicles recommended limit.
4. Drivers will drive within the limits of the law and drive with discretion.
5. Drivers of vehicles must possess a valid driver's license with a good driving record. Drivers must complete a "Driver's License Check Authorization Form" and submit form to the university's Business Service Office. The Business Services office will verify the status of the driver's licenses and records through the New York State Department of Motor Vehicles.
6. Driver will apply the following SAFE DRIVING PRACTICES:
  - A. Adhere to the posted speed limits
  - B. Adjust to lower speeds than posted during conditions of rain, snow, fog, or other conditions that affect visibility, stopping distance, or general safe handling of the vehicle.
  - C. Adhere to all weather and travel advisory that are posted by local authorities.
  - D. Will not use cell phone or other electronic devices while driving.
  - E. Will not use any medicine (including prescription drugs), that warns of drowsiness or similar effects.
7. All attendees of university-sponsored trips must abide by the University Alcohol Policy and all other university policies governing student conduct.
8. The student group must be accompanied by the advisor of the club, a designated paid university employee, or another college official, unless expressly exempted from this requirement by the Director of Campus Activities. No exemptions shall be granted for travel outside of the United States.
9. The student group must be accompanied by the advisor of the club, a designated paid university employee, or another college official, unless expressly exempted from this


requirement by the Director of Campus Activities. No exemptions shall be granted for travel outside of the United States.

10. Authorization to travel forms (Appendix #2) must be signed prior to travel and are obtained from the Office of Campus Activities.
11. Refer to Policy Number P-20 for club sport overnight travel policy and procedures.

### **CATASTROPHIC ACCIDENT/INCIDENT (All clubs who travel)**

A catastrophic accident will be defined as any situation that causes death or serious injury and/or any type of major accident. If a catastrophic accident occurs during a club activity, club officers and/or club members should take the following steps:

1. If a club experiences a catastrophic accident, an officer of the club or a club member should inform the club advisor and campus safety immediately. Campus Safety can be reached at 286-8111.
2. When contacting the club advisor and Campus Safety, the club member making the call should provide as much information as possible. Information that should be included: type of catastrophic accident, location of accident, who was involved, actions taken by club since accident occurred, who is aware of accident, etc...
3. Once the club advisor and/or Campus Safety receive information on incident, existing university policies will dictate how university will respond.

 <i>Education That Makes a Difference</i>	<b>Policy 13</b>	<b>Social Fraternity/Social Policies and Agreement</b>	
		<b>Revised</b>	<b>9/2010</b>

**SUBJECT: SOCIAL FRATERNITY/SORORITY POLICIES AND AGREEMENT**

**POLICY:**

The Office of Campus Activities will oversee the general operation of any fraternity/sorority on campus. However, just as any student organization, approved fraternities/sororities must have a faculty or staff advisor who will be in close contact with the organization, and will be required to abide by NU’s Advisor Guidelines.

The university desires to bring a sense of personal responsibility couples with reasonable freedom to any student venture. At Niagara, students are expected to conduct themselves in a manner that is consistent with its mission. Each student, inside or outside of any organization is personally responsible for understanding and complying with all university regulations as well as New York State Civil Law. Violations will be considered disciplinary violations, which may be handled by the university administration and/or referred to the civil authorities.

The following will outline the rules and regulations by which the standards of the agreement between the aforementioned organizations will be judged. The remaining pages of this document outline the following:

- New Member Recruitment Guidelines
- Hazing
- Alcoholic Beverages/Illicit Drugs
- Racial, Ethnic, and Sexual Abuse/Harassment
- Housing
- Advisor Guidelines
- Funding

Niagara University seeks to instill in all students both a sense of personal responsibility and a desire to better our society as a whole. Positive interaction within Greek organizations can help in this endeavor. Negative activity, as outlined in this document, or in any form, serves to undermine these potential outcomes. Strive for the positive outcome.

**New Member Recruitment Guidelines**

Niagara University recognizes that each fraternity/sorority (here in after referred to as “organization”) has a unique method for enrolling new members. The University does not seek to amend these practices; however, organizations must adhere to the policies and procedures of the

University. Such information may be found in the *Judicial System Handbook* as well as the sections entitled “Health and Safety Regulations”, “Code of Student Conduct”, and “Student’s Bill of Rights” in the *NU Student Handbook*.

All full time undergraduate students, enrolled at Niagara University and who are in good academic standing may participate in recruitment activities, and if offered, accept a membership bid. In an effort to provide students with an opportunity to acclimate themselves to the rigors of college and an academic regimen, a formal membership/recruitment program will begin at a time determined by the Director of Campus Activities (typically during early-mid October). No new member recruitment may occur prior to the designated time. Rather, organizations are encouraged to use the time prior to the start of recruitment to promote Greek life and raise awareness about the process to join.

The recruitment period will be announced to the organizations and advisors before the end of the academic year proceeding the fall semester, e.g. May 2011 announcement regarding dates for fall 2011 recruitment. Each organization must submit a new member recruitment plan (i.e. dates, times of scheduled activities – all recruitment activities are to take place on the Niagara University campus) to the Director of Campus Activities at least two weeks prior to the start of the recruitment period.

During fall 2010, a pilot program allowing the recruitment of new Niagara University students to include, first semester freshman and transfer students will be implemented. The new Niagara University students may accept a membership bid and participate in organization activities, but may not be initiated into the organization until their first semester Niagara University grades confirm at least a 2.0 GPA (any new student to Niagara (including transfers) do not have a Niagara GPA. If they do not meet the minimum GPA, the members will be held over another semester to ensure the successful achievement of the GPA before initiation.

An assessment of the pilot program will take place each January and June 2011, 2012 where members’ grades will be checked and retention of members will be followed. After the assessment and review of each, a decision will be made as to discontinue or formally adopt the pilot program of allowing new Niagara students to be recruited in Fall semesters.

## **Hazing**

Niagara University and all organizations, which seek approval and membership under the supervision of the University, will be completely and unequivocally opposed to any action that may be deemed hazing. The university, the chapter, the colony, every member, pledge and alumnus, will uphold this standard. Webster's Dictionary defines hazing as: 1 a: to harass by exacting unnecessary or disagreeable to work b: to harass by banter, ridicule, or criticism 2: to haze by the way of initiation<- the fraternity pledge>. Niagara University (Section C, Paragraph 5 of the Student Handbook) outlines its policy concerning hazing and New York State (Section 240.25, subsection 4, New York State Penal Code) make any activity construed as hazing illegal. Hazing will not be tolerated. Any organization found to be in non-compliance with aforementioned regulations would be subject to immediate sanction and/or expulsion.

The National Panhellenic Conference (NPC), which provides oversight of the 26 national and international women's fraternities, maintains a policy that defines hazing, and requires each member group (sorority) to affirm its specific policy on hazing and methods to ensure that collegians are knowledgeable about such policies. Similarly, the NPC as well as the member groups offer numerous resources and programs to ensure a full understanding by members of the implications of hazing.

## **Alcoholic Beverages/Illicit Drugs**

Possession, use, and/or consumption of alcohol on university property or at sponsored university/fraternity/sorority functions will comply with Niagara's Alcohol Policy (outlined in the Student Handbook) and local/state laws. Failure to comply will subject the organization to sanctions and/or expulsion upon review by the university. Additionally, local/state civil inquiry may be made.

Niagara is in compliance with the federal Drug-Free Campus Act. All Greek organizations must conform to university, local, state, and federal statutes. The use, possession, or distribution of any controlled (illicit) substance on university property or at university/organization sponsored functions is strictly forbidden. Violation is subject to university sanctions and/or criminal action.

## **Racial, Ethnic, and Sexual Abuse/Harassment**

Niagara University does not condone any type of racial, ethnic, or sexual abuse/harassment on the part of any student or student organization. This includes any physical, mental, or emotional behaviors of any kind. Promotional or marketing programs pledge activities or any other event designed by the organization must not include any demeaning sexual, or discriminatory images or

activities. All actions/activities promoted by the organization should promote self-worth, human dignity, respect for others, and a positive Greek image.

### **Housing**

Niagara University will in no way approve or recognize organizations that purchase, rent, or otherwise live in group housing where it is understood that the housing is the exclusive property and/or dwelling of a university recognized organization. Additionally, local city ordinances prohibit more than 3 unrelated individuals to live in the same dwelling. This obviously includes unrelated university students. Failure to comply may result in sanctions and/or expulsion in addition to local civil action.

### **Advisor Guidelines**

All student organizations must have a faculty, administration, or staff advisor to oversee the activity of the organization. All advisors must be full time employees of the university. University contractors are not an acceptable substitute. The advisor also serves as a financial advisor and signatory for all monetary transactions. The attached policy goes into greater detail as to the responsibilities between the organization and its moderator and will be considered part of this agreement.

### **Funding**

Any student organization that wishes to receive funding from the Niagara University Student Government Association (NUSGA) must first submit a constitution to NUSGA. The constitution must be reviewed and approved by NUSGA, and the organization must be recognized by NUSGA in order to receive funding. A NUSGA cabinet member can provide more information.

In conclusion, all student organizations which are not aligned with a university academic discipline and practice pledging (including, but not limited to fraternities and sororities) must comply with these guidelines. Possible organizational penalties for non-compliance include revocation of permission to operate on campus to utilize University facilities.

## Niagara University Club Sports Program

To Club Sport Representatives and Participants,

This section of the handbook has been prepared to assist student representatives in the operations of their club sport program. This section contains information and specific policies and procedures for the successful operation of a club sport program. Niagara University's Club Sport Program is a recreational program for University students designed to meet the athletic & recreational needs that are not met by existing intramural and intercollegiate programs. All clubs are self-administered by elected student officers and are somewhat self-supported by membership dues, fundraising activities, student government, donor contributions, and sponsorship. It is the responsibility of the student to work with the university administrator for club sports to coordinate activities, classes, practice, and employment of coach, competition schedules, tournament transportation, publicity, and all other factors in a successful operation.

The Director of the Kiernan Center is the designated University Administrator that will assist students, club advisors and coaches with the development and operations of a club sport program. The Director of the Kiernan Center is the final authority on questions that might arise concerning scheduling, contracts, equipment, facility & field usage, travel, disciplinary cases, etc. The administrator for club sports is the governing hand of the club sports program, yet retains the basic concept of student administration, self-governance, and the opportunity for students to develop as leaders in the university community. The University administrator for the club sport program can provide assistance in the following areas:

1. Administrative assistance, guidance and counseling
2. Facility clearance and scheduling.
3. Mailboxes--Each club will have a mailbox designated to them at the Kiernan Center. All correspondence should be mailed to the following address:  
Kiernan Center  
Niagara University  
Niagara University, NY 14109
4. Request for lining of the fields must be submitted at least (2) weeks in advance of dates needed.
5. Vendor catalogues.
6. Formation and development of new Club Programs and program promotions
7. Liaison with various university administrative offices and/or services.
8. Approval of all Club Sport travel.
9. Assist any club in designing fliers and posters. Any publicity or posted materials will need approval by the Campus Activities office.

This information has been compiled to serve as an aid to the coaches, officers, advisors, and participants of the various club sports teams in the operation of their club programs. It not only contains specific policies and procedures that must be adhered to by all clubs in their relationship to the Kiernan Center Recreation Department and the University, but also attempts to assist the clubs by explaining what services are available to them on campus. Conditions concerning any Club Sport related activity that is not covered adequately in this manual should be referred to the Director of the Kiernan Center. If club sport representatives or participants need information or clarification on any issues regarding club sports, please stop in to see me or you can phone me at 286-8055 or e-mail me at [jks@niagara.edu](mailto:jks@niagara.edu) .

Sincerely,  
John K. Spanbauer  
Director of Recreation, Intramurals, and Club Sports

**SUBJECT: OFFICE SERVICES OF KIERNAN RECREATION CENTER**


**POLICY:**

The Director of the Kiernan Center is the designated University Administrator that will assist students, club advisors and coaches with the development and operations of a club sport program. The Director of the Kiernan Center is the final authority on questions that might arise concerning scheduling, contracts, equipment, facility & field usage, travel, disciplinary cases, etc. The administrator for club sports is the governing hand of the club sports program, yet retains the basic concept of student administration, self-governance, and the opportunity for students to develop as leaders in the university community. The University administrator for the Club Sport Program can provide assistance in the following areas:

1. Administrative assistance, guidance and counseling
2. Facility clearance and scheduling.
3. Mailboxes--Each club will have a mailbox designated to them at the Kiernan Center. All correspondence should be mailed to the following address:

Kiernan Center  
Niagara University  
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4. Request for lining of the fields must be submitted at least (2) weeks in advance of dates needed.
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7. Liaison with various university administrative offices and/or services.
8. Approval of all Club Sport travel.
9. Assist any club in designing fliers and posters. Any publicity or posted materials will need approval by the Campus Activities office.

 <b>NIAGARA UNIVERSITY</b> <i>Education That Makes a Difference</i>	<b>Policy 15</b>	<b>Club Sports Officers Responsibilities &amp; Requirements</b>	
		<b>Revised</b>	<b>9/2010</b>

**SUBJECT: CLUB SPORTS OFFICERS RESPONSIBILITIES & REQUIREMENTS**

**POLICY:**

The responsibilities listed below should be considered guidelines are not a complete listing of the representative's duties. Anything pertaining to the relationship between the club and the Department of Recreation/Club Sports is the responsibility of the student representative. Each club must elect and appoint two responsible students to perform the following duties:


1. Keep track of club spending to insure budget allocations are spent properly, wisely, and within budget limitations. Assure that all club financial obligations are met. Ensure that the club budget that is approved by the NUSGA is submitted to the Director of the Kiernan Center within one week after approval.
2. Check mailbox in Kiernan Center a minimum of twice a week for any correspondence.
3. Maintain and accurate membership roster at the beginning of each semester and submit it to the Director of the Kiernan Center, with updates as needed throughout the semester.
4. An updated list of phone numbers and address for club officers must be on file with the Director of the Kiernan Center.
5. Provide a schedule of activities to the Director of the Kiernan Center.
6. Ensure that each participate completes a "**Club Sport Registration Form –Code of Conduct Form**" before participating in any event or practice. Once these forms are completed they should be submitted to the Director of the Kiernan within 24 hours.
7. Have a working knowledge of information in this handbook.
8. Compile and submit an annual report to the Kiernan Center Director. The annual report should include a summary of the year's operations, significant accomplishments, activities related to the Vincentian Mission, provide results of games, and any critical future issues that the club should address. Report is due by **MAY 1** of each academic year
9. Schedule transportation in accordance with Club Travel Guidelines.
10. Ensure all participants are meet eligibility requirements as stated by the university and league rule.

## **SAFETY PROCEDURES**

1. Inspect fields and facilities prior to every practice session, game or special event. Report any unsafe conditions to the Kiernan Center supervisory staff immediately. Off campus site conditions should be reported to proper managing authority.
2. Have at least two members/individuals certified in CPR available at all club practices, games and events. For information on CPR certification contact the Director of the Kiernan Center.
3. Submit incident reports to Kiernan Director for situations that occur such as; injury or accident, fights, etc. If there is an incident where a student requires hospitalization, an incident should be is required to be submitted. All incident reports should be submitted within 24 hours of incident.
4. Sport club participants, coaches and instructors should emphasize safety during all activities.

## **RECORD KEEPING**

All clubs are required to keep official club records with a copy provided for the Kiernan Center Director. Clubs must provide the KC Director with a statement of all financial transactions within the club for each semester. The statement must include and list all income and expenditures. The financial statement should be submitted by December 15 of the fall semester and May 1 of the spring semester.

 <b>NIAGARA UNIVERSITY</b> <i>Education That Makes a Difference</i>	<b>Policy 16</b>	<b>Scheduling of Games and Emergency Medical Technicians (EMTs)</b>	
		<b>Revised</b>	<b>9/2010</b>

**SUBJECT: SCHEDULING OF GAMES & SCHEDULEING OF EMERGENCY MEDICAL  
TECHNICIANS (EMT'S)**

**POLICY:**

It is each individual club's responsibility to insure that the fields and facilities are available for home contests and have been reserved in advance. Clubs should be mindful of their budget limitations in drawing up their competitive schedules. A copy of the finalized schedule should be submitted to the Director of the Kiernan Center at the beginning of each semester. The club advisor must be notified of all scrimmage and regular season games. Any written contracts involved in making final arrangements for any club competitive contest, must be approved and signed by the Kiernan Center Director and/or the club's advisor.

**TIPS OF SCHEDULING**

1. Arrange a schedule that provides, as equal as possible, the same number of home and away contests.
2. Confirm the date, time and location on the schedule as soon as possible.
3. Call the away president or individual in charge 24 hours prior to the contest if, for any reason, your club must cancel.
4. If possible, arrange a tentative schedule in the spring for fall sports; in the fall, if the club is a spring sport.
5. Comply with all club sport travel guidelines.

**FIRST AID/MEDICAL CARE & EMERGENCY MEDICAL TECHNICIAN (EMT)  
REQUIRMENTS**

All **Level I** club sports will be required to have a certified EMT with a fully supplied medical kit at all scrimmage games and regular season games. All club sports should have a first aid kit available at all practices and games. The Upper Mountain Fire Department (UMFD) will be the provider of EMT services. Club officers will need to contact a representative from UMFD to make arrangements for EMT's. UMFD should be contacted seven days in advance of when services are needed. The Director of the Kiernan Recreation Center will have contact information to contact a representative for the UMFD.

If a club chooses not to use the services of UMFD, the club must get approval from the Director of Club Sports. Approval for not using an EMT from UMFD will only be provided when the following is presented to the Director of the Kiernan Recreation Center:


1. Submission of EMT certification
2. Signed EMT Agreement Form

If injuries occur, proper first aid should be administered, and if necessary, the player should be taken to a local hospital. If emergency services are needed, the following steps should be taken (if event is located on University property):

1. Call Campus Safety, ext.8111 and inform them of the extent of the injury and the location of the individual that will require medical attention. Campus Safety will either send a car or an emergency vehicle to the scene to transport the injured individual to the proper health facility.
2. The club president is required to complete an incident report for any injury that requires first aid. The incident report should be submitted to the Kiernan Center Director office within 24 hours of the injury. Incident reports are available at the Kiernan Center.


Club Sport Level I = Hockey, Lacrosse, Field Hockey, Baseball, Soccer

Club Sport Level II = Volleyball, Bowling, Running

 <b>NIAGARA UNIVERSITY</b> <i>Education That Makes a Difference</i>	<b>Policy 17</b>	<b>Insurance Coverage</b>	
		<b>Revised</b>	<b>9/2010</b>

**SUBJECT: INSURANCE COVERAGE**  
**POLICY:**

Since participation in the Club Sports Program is on a voluntary basis, Niagara University will not accept the responsibility for injuries sustained while participating in club sport activities. Medical costs are constantly increasing and the expense of an unforeseen accident can seriously jeopardize an individual's academic or professional career. Niagara University hopes that all participants are protected against such a misfortune and strongly recommend that individuals not currently covered by an insurance policy obtain the coverage as soon as possible. It is also recommended that participants obtain a medical release form from their family physician if a coach or club president believes a participant's health status is questionable.


 <b>NIAGARA UNIVERSITY</b> <i>Education That Makes a Difference</i>	<p align="center"><b>Policy 18</b></p>	<p align="center"><b>Club Uniforms and Other Apparel</b></p>	
		<p align="center"><b>Revised</b></p>	<p align="center"><b>9/2010</b></p>

**SUBJECT: CLUB UNIFORMS AND OTHER APPAREL**

**POLICY:**

If you are a recognized club with Niagara University you are a representative of the University as must adhere to the following guidelines for uniforms and other club apparel (i.e. Jackets, uniforms, etc.).

1. Colors of uniform should be predominately school colors (purple, black & white).
2. All Uniform/club attire must adhere to the policies and procedures established by the Campus Activities office prior to any purchase.
3. Before purchase of any uniforms/attire, the university administrator for club sports must review the uniform/attire to be purchased. This will ensure that uniform/attire is acceptable by University standards.
4. All apparel purchases must have an apparel design approved form with appropriate signatures. Forms can be picked up in the Campus Activities Office or found on line.

 <b>NIAGARA UNIVERSITY</b> <i>Education That Makes a Difference</i>	<p align="center"><b>Policy 19</b></p>	<p align="center"><b>Requirements for Participation in Club Sport Activities</b></p>	
		<p align="center"><b>Revised</b></p>	<p align="center"><b>9/2010</b></p>

**SUBJECT: REQUIREMENTS FOR PARTICIPATION IN CLUB SPORT ACTIVITIES**

**POLICY:**

**FORMS REQUIRED FOR PARTICIPATION**

In addition to the policies and procedures outlined in Policy #2 of this document, all club sport participants will be required to complete the following forms in order to participate and be eligible for play in a practice or game:

1. Club Sport Registration Form (Appendix 4)
2. Club Sport Participant Code of Conduct Form (Appendix 5)


These forms are required to be completed prior to participating in any club activity. These forms are written agreements between each club member and the university.

**CLUB SPORT PARTICIPATE INFORMATIONAL SEMINAR**

It will be mandatory for club participants to attend an information seminar that will provide educational information in the following areas:

1. Universities expectations for student conduct.
2. Alcohol and Drug Use vs. Abuse
3. Address any current issues that need to be addressed.

The informational seminar will be offered at various times and days. The Director of Club Sports will contact club officers to arrange times and dates.


 <b>NIAGARA UNIVERSITY</b> <i>Education That Makes a Difference</i>	<b>Policy 20</b>	<b>Policies and Procedures for Club Sport Overnight Travel</b>	
		<b>Revised</b>	<b>9/2010</b>

**SUBJECT: POLICIES AND PROCEDURES FOR CLUB SPORT OVERNIGHT TRAVEL  
POLICY:**

In addition to the travel policies outlined in Policy #12 of this document, club teams traveling overnight will be required to adhere to the following:

1. A **“Club Sport Overnight Trip Agreement”** must be completed by each person that will be traveling with the team (Appendix 6). This form will need to be submitted to the Director of the Kiernan Center one day prior to the trip departure date.
2. Individuals that are approved to supervise the travel of a club for an overnight trip will be required to sign and submit a **“Supervisors Responsibilities for Overnight Travel”** form (Appendix 7). This form will need to be submitted to the Director of the Kiernan Center **one week prior** to the trip departure date.

If during any club travel a coach, player, team supporter, etc... violates any standard outlined in the “Club Sport Participant Code of Conduct” it is the obligation of the team leadership, coach and team members to report their violations of this Code of Conduct to the Director of Club Sports, within 24 hours of such violation. This obligation is in effect year-round.

 <b>NIAGARA UNIVERSITY</b> <i>Education That Makes a Difference</i>	<b>Policy 21</b>	<b>Club Sport Coaches/Instructors</b>	
		<b>Revised</b>	<b>9/2010</b>

**SUBJECT: CLUB SPORT COACHES/INSTRUCTORS**

**POLICY:**

It is highly recommended that clubs secure the services of a coach/instructor. Club programs that have coaches/instructors have proven to be more successful than clubs that don't secure coaches/employees. If a club wishes to have an individual work as the club's coach/instructor, a student representative must submit the following:

1. Short biography on the coach/instructor to include their experience in the sport/activity.
2. Two reasons as to the benefit this coach/instructor provides the club and why the club recommends them.
3. Club Coaches will be required to complete and submit the following forms:
  - A. Club Sport Coach/Instructor Informational Form (Appendix 8)
  - B. Standards of Conduct Form for Club Sport Coaches (Appendix 9)
  - C. Club Coach/Independent Contractor Agreement (Appendix 10)

These items must be submitted prior to the time when the individual serves in a coaching/instructional capacity. **The coach or instructor is not an employee of Niagara University.** Coaches must be aware of and follow all University procedures relative to the club sport/activity.

1. The coaches should attend as many practices and games as possible. Coaches must help ensure good sportsmanship at all times. The safety of the individuals participating should be the primary concern of the coach and the club sport officers.
2. The student members must handle club business matters (i.e. hosting tournaments, submitting forms, equipment request, etc.) with the coach serving in an advisory role.
3. The Kiernan Center Director has the right and obligation to protect the club, and if, in the director's opinion, the coach is not working in the best interest of the club, the coach may be relieved of duties if he or she does not follow the policies and procedures regarding club sports.

**COACH/INSTRUCTOR CONDUCT**

Although coaches/instructors are not employees of the university, they are expected to adhere to the university policy for harassment (sexual and non-sexual). Any person who believes he or she is being harassed in violation of the university policy or witness what he or she believes is harassment in violation of the university policy has an obligation to report such harassment to either the Director of Club Sports, Director of Campus Activities, Director of Human Resources or to club officers.

