

CLCE AFFILIATED GROUP HANDBOOK

FALL 2020 – SPRING 2021

Center for Leadership & Civic Engagement



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CLCE Affiliated Groups

ALPHA PHI OMEGA

CLCE Advisor – Alex Tubridy, Civic Engagement Coordinator

APO is a co-ed fraternal organization based on the ideals of Scouting. We are men and women dedicated to community service, leadership, and friendship. We have brothers from all backgrounds and walks of life - all of which take part in our service program, serving young and old, campus and community, the nation and our own members

NATIONAL SOCIETY FOR LEADERSHIP & SUCCESS

CLCE Advisor – Alex Tubridy, Civic Engagement Coordinator

The NSLS is an organization that helps its members develop personally, professionally and academically. Members will learn to succeed at their goals through The Society's leadership speaker series, as well as through being part of a community where like-minded success-oriented individuals come together to help each other. Members not only will gain the skills needed to succeed in their own lives, but they will also learn the tools needed to create a better world through community service and cooperation.

SILVER WINGS

CLCE Advisor – Alex Tubridy, Civic Engagement Coordinator

Silver Wings is a professional organization dedicated to creating proactive, knowledgeable, and effective civic leaders through community service and education about national defense. As a self-governed organization, all positions on a local, regional, and national level are held by various students in Silver Wings. Not only are there many positions in our local chapter, but students may run for higher positions at the national level.

Privileges Associated with Recognition

CENTER FOR LEADERSHIP AND CIVIC ENGAGEMENT ADVISOR

Your CLCE Advisor is a great resource for you to help your group set and achieve goals as well as follow proper procedures. The president and treasurer must meet monthly with your advisor. During these meetings you should share what upcoming events you have, any issues that the group may currently be facing, and any questions you have for your advisor.

RECOGNITION INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING:

- Use of RIT name as part of the organizational name
- Affiliation with RIT programs and activities
- Requesting University funds through Center for Leadership and Civic Engagement (up to \$750)
- Use of University space, equipment, services and other resources as deemed appropriate
- Access to administrative services as provided by the Center for Leadership and Civic Engagement
- Listing in CLCE general marketing (website and brochures)
- Access to leadership training materials and resources
- Permission for the distribution of literature, flyers or organizational print materials in the Student Alumni Union and the Campus Center

LIMITATIONS OF RECOGNITION

Recognition of a student organization by RIT & CLCE does not:

- Allow the organization to act as an agent of RIT
- Authorize the organization to enter into contracts or otherwise act on behalf of RIT
- Authorize the organization to use:
 - RIT's name for any commercial purpose or in any way, written or spoken, which may reflect adversely upon the University
 - Their recognition to act in any official or nonofficial capacity as a governing body
 - The RIT logo or any copyrighted symbol of RIT
 - Imply RIT sponsorship of, control over, or responsibility for the activities of the organization

Guidelines for Recognition

APPLICATION

Note: The CLCE is not currently accepting new groups

Student Groups that are not eligible to be recognized by Student Government can apply to be affiliated with the Center for Leadership and Civic Engagement. To be considered for affiliation with the Center for Leadership and Civic Engagement, all organizations must submit the following:

- Statement of intent from the President addressing the following:
 - Why is your organization interested in being supported by the Center for Leadership and Civic Engagement (CLCE)?
 - How does your organization support engagement, leadership and service?
 - In what ways do you envision utilizing support from CLCE?
- Statement of support from the membership (see attached)
 - All members must sign this so that we can document that this is the desire of the organization as a whole.
- (If applicable) Statement of support from the national organization.
 - This is to make sure that your national organization understands the implications of the affiliation with CLCE.
- Your organization's constitution

Organizations may be denied affiliation with CLCE for reasons including but not limited to:

- Organization is eligible for recognition from Student Government
- Application submitted by the organization is incomplete
- CLCE cannot manage the administrative needs of the organization
- The mission of the organization does not align with CLCE's mission
- Organization is not in good standing with RIT

COMPLIANCE

CLCE Affiliated Groups must be in compliance with the Code of Student Conduct and all other applicable policies of the Rochester Institute of Technology, including, but not limited to:

- D18 – Student Conduct Process
- D19 – Student Gender-Based and Sexual Misconduct Policy
- C10 – Political and Legislative Activities Policy
- C11 – Policy on Freedom of Speech and Expression
- C20 – Vending Policy
- Campus Life Posting Policy
- Student Clubs and Student Groups Website Policy

All policies can be found at <https://www.rit.edu/academicaffairs/policiesmanual/policies/governance>

Official affiliation can be refused or revoked at any time for reasons including, but not limited to:

- Contradicts the objectives and mission of CLCE and/or RIT, or the spirit of this handbook
- Engages in activities that interfere with normal activities of the University or the rights of others within the university
- Partakes in activities that present danger to property, personnel and/or functions of the university
- Refuses to comply with federal or state law, or university rules and regulations
- Discriminates against members and the RIT community and does not provide equal opportunity regardless of race, color, creed, age, marital status, sex, gender, religion, sexual orientation, gender identity, gender expression, national origin, veteran status, or disability.

An active group is one that completes required paperwork, communicates regularly with the CLCE, attends mandatory meetings and trainings, completes the Group Affiliation Process every year, and runs any financial transactions through their group account. A group that has been operating but not completing the terms listed is therefore not considered an active group. To become active they will have to reapply through the CLCE.

Membership

1. For the purpose of these Guidelines: the term STUDENT is defined as all students attending RIT who have paid their Student Activities fees for the current semester. RIT students who have successfully appealed their Student Activities fees must be considered ineligible. RIT faculty, staff and alumni will be considered NON-STUDENTS. RIT Alumni may not hold officer positions or maintain voting privileges within an organization. Alumni members may participate in student organization events; however access to RIT services through club events may be limited. Additionally, e-board membership is limited to current full-time students at RIT. The involvement of Non-RIT community members is defined within the Community Supporter and Guest Guidelines.
2. Membership in recognized organizations, including classes of membership, may not be restricted on the basis of race, religion, political beliefs, gender, age, ability, or sexual orientation.
3. Active membership as defined above includes the following privileges and responsibilities: holding office, voting, authorizing and requesting funds, eligibility for awards, ability to represent the organization.
4. The Center for Leadership and Civic Engagement reserves the right to request the current membership list of any CLCE Affiliated Group. This list must include all members' names. Membership lists will be held in confidence except for election purposes, official Center for Leadership and Civic Engagement or RIT Student Affairs business and University requests. Lists are updated and maintained through the Center for Leadership and Civic Engagement but are not distributed openly. No information, in whole or part, will be released to any party external to RIT without the express written permission of the student group involved.

OFFICERS

1. All Affiliated Group officers must be currently enrolled RIT students in good academic standing (with both RIT and his/her academic department) and may not be currently on a conduct sanction of disciplinary probation or higher. Officers must be RIT students. RIT alumni, faculty, staff and non-RIT members are not eligible to hold officer positions.
2. Alumni of the Affiliated Group may not hold officer positions or maintain voting privileges within the groups. Alumni members may partake in club events.

ADVISORS

1. Each group is required to maintain an advisor who is a full-time faculty or staff member at RIT.
2. Affiliated Groups are required to keep their advisors updated and aware of issues. Students should be meeting with their advisors, asking for guidance and support, and utilizing them as a resource of RIT policies and procedures.



Community Supporter and Guest Guidelines

RIT Student Organizations are designed, lead and funded by current, matriculated students. We welcome supporters in the community, both alumni and local persons of interest to the Club. The title of Community Supporters gives some additional privilege than Guests, who must be invited by and be the responsibility of a Student Member, as outlined in the Guest Policy. We welcome the contributions of Community Supporters who bring knowledge and/or skills that the student organization needs in its endeavor.

THE ROLE OF COMMUNITY SUPPORTERS

The role of a Community Supporter is to bring skills or knowledge that are beneficial to the student organization's efforts and to work with Student Members. Community Supporters cannot simply use the club as a place to practice the hobby/interest/etc.

Section 1: Becoming a Community Supporter:

In order to become an official Community Supporter, the interested person must approach a member of the Executive Board to begin the enrollment process. As required by RIT, Community Supporters must be able to show that they bring some skills or knowledge that is beneficial to the club, and are not simply using the student organization as a place to practice the hobby/interest. If the Executive Board determines that an applicant satisfies this requirement, the applicant will be required to read and agree to the student organization's policies and procedures, and sign the Community Supporter Agreement to indicate that they will abide by the policies and procedures set forth by the student organization and the policies set forth by RIT. This verification and enrollment process will be required to be acknowledged annually.

Section 2: Getting Involved:

A Community Supporter does not hold any decision making authority in any stage of a project, event, meeting, or other club activity. All decisions shall be made solely by the student and/or Executive Board members. Community Supporters do not have any voting privileges in the organization. All suggestions and advice from Community Supporters are welcomed and appreciated, but they may not finalize decisions. Community Supporters who experience conflicts with a student member may bring this to the attention of the Executive Board.

Section 3: Monetary and Supply Contributions/Spending:

Community Supporters may not purchase or provide their own supplies when working on a student organization project, equipment, or property. Any supply needs should be brought to the Executive Board, and funds can be appropriately distributed. If a Community Supporter wishes to make a donation, it is required to be processed through Center for Leadership and Civic Engagement. If Community Supporters wish to donate small amounts of materials, this may be done at the discretion of the Executive Board and will need to be catalogued through the Office of Development as a Donation. These materials or funds immediately become club property. All projects, equipment, property, etc worked on for the student organization are the property of the student organization. Under no circumstances may Community Supporters spend student organization funds.

Section 4: Dues and Additional Club Activities:

There are no dues charged for Community Supporters, but donations are always appreciated to aid in the construction and maintenance of the club. Community Supporters are welcome to attend annual club events, but are required to pay a small fee to cover the cost of provided meals, etc. Community Supporters will also be required to purchase any attire or other item that the Affiliated Groups may give to members should they wish to have one.

Section 5: Removal

In the event that a Community Supporter does not adhere to the guidelines and policies set forth by the student organization and by RIT, their status as a Community Supporter may be revoked, as determined by the Executive Board or a professional staff member from the Center for Leadership and Civic Engagement. If issues arise, they will be addressed by the Executive Board in consultation with the Center for Leadership and Civic Engagement, and the violator given the opportunity to correct their behavior. If violations of policy continue, the status of Community Supporter can be revoked by the Executive Board. In such instances, the person may only be welcome under the club's Guest policy. If serious circumstances necessitate, a person may be asked not to return in accordance with University policy.

Section 6: Competition/Representation

Community Supporters and Guests are not allowed to represent and/or compete for RIT or their respective RIT Club in competitive games, tournaments, intercollegiate events, or other forms of competition. This policy includes the participation in athletic competition, as well as other forms of competition such as artistic, knowledge-based, engineering, business, or similar competitions in which RIT Club members compete against non-RIT students or the outside community.



Guest Policy

RIT is open to visits by Guests. All Guests are welcome during normal club meetings and during open houses or fairs. Any Guest that wishes to participate in these activities must do so under the invitation and guidance of a Student Member. The student who invites the Guest must sponsor them for the entire duration of their visit and is responsible for their behavior. The Student Member is responsible for any damages that may occur as a result of a Guest's participation and is also responsible for ensuring that any equipment is returned to the condition it was found in or better.



Administrative tasks & Communication

COMMUNICATING WITH CLCE

Throughout the year, there might be changes within your group. To avoid having your group account frozen or placed on hold please keep the CLCE up to date on the issue or problem at hand so they can help! CLCE staff is very flexible and willing to account for circumstances; however we need communication from clubs to keep aware of what is happening. You may reach out to your CLCE advisor at any time.

AFFILIATED GROUP MANDATORY TRAININGS

All affiliated groups are required to attend Affiliated Group mandatory trainings unless previously excused by the Civic Engagement Coordinator. Notification of absences should be made to the Civic Engagement Coordinator at least 24-hours prior to the training. CLCE will give clubs a 24 hours window to respond as to why they missed the meeting; if notification of absence cannot occur within 24 hours prior (due to emergency purposes) then please notify the CLCE Civic Engagement Coordinator as soon as possible. If no notification occurs, the group will be placed on hold. These meetings provide an opportunity for important training and information sharing.

GROUP INACTIVITY

Any group that falls inactive, for whatever reason, for a duration of two consecutive semesters will need to reapply for affiliation status and recognition through the CLCE.

ACADEMIC EXEMPTIONS

Participation in group activities does not exempt a student from academic requirements of the university. It is the responsibility of the student to make prior arrangements with their professor or advisor if missing class due to extracurricular club involvement. The CLCE will only assist in providing documentation of participation in an outside event if a clear case can be shown that the student is an active member of the club, listed on the roster, and involved.

RIT PURCHASING POLICY

If your total order is UNDER \$1500 you can work with any vendor you wish. If your total purchase will be OVER \$1500 then you MUST get three quotes from vendors and one quote MUST be from Staples Promotional Products. If Staples is not the lowest quote, you can use the vendor that does come in lower. You MUST however get bids for the same/like items.

Staples Promotional Products

Nanette Durr Sales Coordinator, Staples Channel Support
1520 Albany Place SE
Orange City, IA 51041-0147
P: (800) 369-2277 ext. 2677
nanette.durr@Staples.com
staplespromotionalproducts.com

If you have more questions on this process, please come and see Sarah Mancuso, the CLCE Senior Staff Specialist or email at slmcpm@rit.edu.

Please refer to the following link for guidance and procedures when using the procurement card:

<https://www.rit.edu/fa/controller/procardguide.html>

PROMOTIONAL VENDORS

If you don't know any promotional vendors to work with, these two are local and very helpful. They can also bring samples of items you are looking for:

Think Tank Promotional, Inc
Kris Smith, Account Executive
Phone: (585) 244-5772
ksmith@thinktankpromotional.com
thinktankpromotional.com

Business Product Center/Casual Friday Inc.
Mimi Wakefield, Account Executive
585-544-9470 x 106
mwakefield@bpconline.com
www.casualfridayapparel.com
www.bpconline.com

INTERNAL RIT CHARGES

There may be costs associated with utilizing RIT Service Providers, If you request services through EMS that require payment, your CLCE advisor will sign off on the charges.

Other RIT internal charges may include the Hub, Dining Express, and the Digital Den. Credit cards should not be used for these services. To pay for services from providers such as these, you need to plan ahead to work with your advisor to use the correct form to pay for services.

CONTRACTS

Any time the services of a performer or speaker are needed at an event, an RIT performance agreement must be created and used to acquire the services of the performer. To begin the process of creating a contract, please contact your CLCE advisor before confirming services. Students may approach vendors/performers/service providers, etc. to gather information and discuss costs. However, students are not permitted to sign any contract or agreement that legally binds the university. **All contracts and agreements must be signed by a university official.**

Common performers and/or vendors that would require a contract include (but are not limited to):

- DJs
- Musicians
- Comedians
- Speakers
- Visiting Instructors (dance, performance, exercise, etc.)
- Inflatables/Novelties (such as from Blue Apple Productions or Adventures in Climbing)

Performers or vendors may also issue their own contract. In these instances, the RIT performance agreement must also be utilized as well.

WAIVERS

Whenever there is inherent risk involved with an activity, Affiliated Student Groups will need a waiver to be signed by all participants. To begin the process of creating a waiver, please contact your CLCE Advisor. Waivers are also required any time that a vehicle is used in any capacity.

RAFFLE RULES AND APPROVAL PROCESS

Raffles are games of chance in which people purchase consecutively numbered tickets for the chance to win a prize. Raffles are governed by, and must be conducted in accordance with, all rules and regulations specified under state and local laws. New York law has strict rules about raffles but does allow not-for-profit organizations to conduct raffles and Henrietta Town law requires that certain raffles conducted in the Town of Henrietta be licensed.

In order to determine if a raffle must be licensed, RIT requires that every raffle be approved by the RIT Office of Legal Affairs or the RIT AVP for Compliance and Ethics before any tickets are sold. Raffle Approval Forms must be submitted no less than seven (7) days before the raffle drawing date or the raffle will not be approved.

For more information visit www.rit.edu/fa/legalaffairs/content/frequently-asked-questions#Raffles

RIT EVENTS

Up to five students from each CLCE Affiliated Group will have the ability to reserve space and request services for events with RIT service provides through the RIT Events system.

Three times a year, the CLCE will contact the president to review which five members of the group should have access.

PRINTING

Each Affiliated Group receive up to 200 free copies per year from the CLCE. To have copies made, please contact lead@rit.edu.

EMAIL

CLCE Affiliated Groups get access to an RIT organization email account and RIT web space. To request access, please contact your CLCE advisor.

ACADEMIC EXEMPTIONS

Participation in club activities, sporting events, conferences, etc. do not exempt a student from academic requirements of the institution. It is the responsibility of the student to make prior arrangements with their professor or advisor if missing class due to extracurricular involvement. Center for Leadership and Civic Engagement staff will only assist in providing documentation of participation in an outside event if a clear case can be shown that the student is an active member of the club and listed on the roster.

DVD/VIDEO COPYRIGHT LAW

Federal copyright law restricts the use of DVDs/videocassettes for private showings and prohibits their public performance without prior written consent of the holder of the copyright. A public performance includes, but is not limited to, showing a motion picture in a location open to the public, showing a motion picture to a selected group of people gathered in a location not open to the public (i.e. residence hall floor or lounge), or showing a motion picture by broadcast or transmission. Student organizations choosing to publicly show a motion picture in any form (film, VHS video, DVD, etc.) must secure a license from a booking agency. Videos or DVDS that are rented or purchased from a retail outlet are for home use only and cannot be shown on campus without the appropriate license from an approved booking agency. Event must also be registered in RIT Event Process.

USING UNIVERSITY LOGOS

RIT has registered its names, initials, logos, and trademarks as a means of protecting them from unauthorized use and abuse. Permission is required before they may be reproduced. The use of the University's marks on a website or t-shirt is also protected by federal trademark laws. For club t-shirts, and other items printed with designs/logo, all designs must be pre-approved by Alex Tubridy (abtrli@rit.edu) before ordering. This must be done before each order is placed. The use of the RIT name (not official trademark logo) is required on all t-shirts, flyers, etc. used when advertising club purposes, and there are restrictions on the RIT tiger as well. The RIT Athletics Tiger is unable to be used by the students without prior approval from University Publications. Please refer to the University Publications page when consulting your group about what is appropriate and what is not.

ANNUAL RESPONSIBILITIES

It is the responsibility of established student organizations to complete all annual responsibilities with the CLCE each academic year to maintain their affiliation status. Affiliation requires the following:

- Maintain up-to-date information and roster on your organizations Campus Groups page
- An updated E-board Roster on file within the CLCE office
- Participation in required CLCE Student Organizational Training
- Compliance with the Code of Student Conduct and all other applicable policies of RIT
- An application for annual budget. The template for the budget will be provided to you by the Civic Engagement Coordinator.

Affiliated Group Finances

All groups are given a specific account number and budget line through CLCE. All financial transactions of any nature are required to be run through your club account only, unless funded through an individual department. At any time a group may request to see the amount that is remaining in their group budget account.

BUDGET REQUESTS

Every year, groups may apply for a budget. The budgets are due at a date set by the CLCE advisor (generally due September) and are noted on the group Important Dates list at the beginning of the year. If your group misses the budget request period the group will need to wait until the following year to request funds; funds are not automatically given or awarded from year to year but need to be requested annually.

REQUESTING THE CREDIT CARD

To request the use of a credit card, you must submit an expense request in CampusGroups within at least 48 hours of when you would like to use the credit card.

There is no guarantee that a credit card will be available when you need it, but the earlier you request a card the more likely one will be available.

*Only students that have attended the CLCE Financial Training can request and check out the credit card.

USING THE CREDIT CARD

There is a tax exempt card included with the credit card for you to use. Typically, businesses do not keep a copy, but if you are going to more than one store, you will want to request additional forms to take with you. You should include this when you request to use the credit card.

When you go to check out, always start with letting the cashier know that your purchase is tax exempt. Each store has different ways of processing tax exempt purchases, so it is a best practice to make it known from the beginning. Below you will find some tips for specific stores:

Walmart – When checking out, you will need the Walmart Tax Exempt Identification Card that is included with the credit card. Show this to the cashier at the beginning of the transaction.

BJs – Make sure you have your RIT ID and show this to the cashier with the CLCE credit card at the beginning of the transaction.

CREDIT CARD PENALTY

CLCE Department Credit Card can be loaned out for group use for 24hrs. The card must be signed out and signed back in within this window. When the card is returned it must be returned with an itemized receipt that does not have any tax on it. Failure to follow procedures will result in the following sanctions:

1. If credit card is turned in late or without receipt the first time is a warning.
2. If credit card is turned in late or without receipt the second time the club will receive a written warning.
3. If credit card is turned in late or without receipt a third time then the individual student has their credit card privileges revoked for the remainder of the academic semester.

TRACKING YOUR BUDGET & EXPENDITURE REQUESTS

The CLCE maintains the official record of each student group's financial account. Additionally, each student group must track their account using the Accounting Book feature (located under the "money" tab) on their Campus Groups page. To ensure the balance in the accounting book accurately reflects the official record, a financially certified officer should submit a revenue/expense request for every transaction. To do so:

1. Navigate to the "accounting book" page located under the "money" tab on your group's Campus Groups page.
2. Select "request payment" and provide the requested information in the pop-up window. **Please ensure all expenditure/revenue requests are input under the current year's budget.**
 - 2.a. The CLCE will assume that all expenditure requests will be applied to CLCE budgeted funds. If group funds need to be utilized, the requestor will receive an email notification.
3. Provide the requested information in the follow-up survey that is displayed. This will collect more information on the expenditure/revenue request itself, including the type of payment you intend to use for expenditures.
4. Once submitted, your request will be sent to the Civic Engagement Coordinator and Sr. Financial Assistant for approval. If modifications to your submission are required, you will be contacted via email. Once your request is approved, you will be notified via email. Approval of your request will be reflected in your group's accounting book.

TRANSPORTATION

Contact Parking & Transportation for van needs. When registering an event with EMS, indicate your need for a van

Parking & Transportation Driver Certification Required: Yes

Fee: Gasoline (Tank must be filled upon return otherwise Parking & Transportation will fill at a cost of \$4.50 per gallon. A penalty may also be charged of \$25.00)

WHAT POLICIES REGARDING VAN RESERVATIONS MUST I KNOW?

- Your organization must have a valid RIT account number.
- Vans may not have more than six passengers and a driver (7 total).
- Vans cannot be taken for more than four days (96 hours) unless permission is given by the Director of the CLCE or his/her designee.
- At the time of the request, the organization must be in good financial standing with CLCE.
- Only one van, per group, per request. Second van requests will be granted seven business days before reserved date if van is not needed by another group.
- Vans cannot be driven more than 800 miles round trip unless approved by the Director of the CLCE. Trips of this distance should be taking place over the course of several days, and not overnight.
- Any trips exceeding 400 miles round trip will require two certified drivers.
- Vans cannot be used to move any personal items or for shuttling.
- Vans must be parked in the Parking & Transportation area behind Grace Watson upon return. They cannot be parked at the residence halls or apartments.
- When the request is for local use, multiple days, vans must be returned to the Grace Watson lot each night.
- The borrowing organization is responsible for all tolls, fines, fees, or damage while using the van except for those incurred by the driver if negligence is shown.

- The driver and organization will lose van privileges after TWO NO SHOWS OR UNVERIFIED CANCELLATIONS. Cancellations must be received 24 hours prior to trips during normal working hours Monday – Friday, (8:30 am – 4:30 pm). Acknowledgement from CLCE is either a return phone call or e-mail response. There will be a charge for not cancelling unneeded vans.
- The driver is responsible for notifying the Public Safety supervisor, Parking & Transportation and CLCE of any accidents or traffic violations that the van was involved in regardless of fault.
- In compliance with New York State Law and RIT policy, the use or possession of controlled substances and alcoholic beverages is prohibited while using the van. There is absolutely no smoking allowed in the van.
- Weather Cancellation: Van reservations may be cancelled by the University without prior notice.
- It is the driver's responsibility to be aware of the contents of the van contract that is signed when he/she picks up the van.
- Driver must present van certification card and passenger list with emergency numbers at Parking & Transportation or Public Safety before packet will be given.