

## **Policies and Procedures for Student Clubs and Organizations at New England Conservatory**

Student clubs and organizations are a great way for students to develop social, educational and leadership skills. Involvement in recognized clubs and organizations at New England Conservatory allow students the opportunity to network, represent NEC, and take part in leadership opportunities.

The Policies and Procedures for Student Clubs and Organizations at NEC is a resource guide. The manual is designed to assist student club and organizational leaders and advisors in establishing and effectively leading a successful organization.

### **BENEFITS OF A STUDENT CLUB AND ORGANIZATION RECOGNITION**

There are many benefits to being involved in student clubs and organizations. Being a part of a group offers assistance with the following: career enhancement, communication skills, leadership skills, social networking, social skills, personality development, organizational and management skills, resume-building, long lasting friendships and more.

### **ELIGIBILITY & RESPONSIBILITIES**

Out of respect for our students, our Conservatory community, and Conservatory values, clubs and organizations must adhere to the following:

1. Students and advisors must ensure adherence to the policies set forth by the Conservatory and the Student Handbook
2. The organization's purpose, goals and activities will:
  - a. Not conflict with or promote behavior contrary to:
    - i. The Conservatory's values
    - ii. Conservatory policies (including the Student Handbook, Academic Catalog, Event Planning Procedures and Process and the Conservatory's Non-Discrimination Policy)
  - b. Be respectful of and not disparage the identity and values of our students, faculty and staff.
  - c. Be consistent with the processes outlined in the document, "Planning Procedures and Process: Student Events, Programs and Activities."
3. Not be substantially similar with that of any other chartered organization.
4. The organization:
  - a. Will be expected to provide equal opportunity in all of its programs and activities for all qualified individuals in accordance with the Conservatory's Non-Discrimination Policy.

- b. Must be active (e.g., a meeting and/or activity at least twice per semester).
- c. May not conduct any business, events, programs, etc., in secret from the Conservatory

### **CHARTERING A NEW STUDENT ORGANIZATION**

All student organizations must receive official recognition in order to exist and function as a student group at New England Conservatory. The Assistant Dean of Campus Life, or other appointed staff member of the Office of Student Services, must approve any new student organization's application and charter.

The benefits and privileges of having a chartered organization are as follows:

1. Eligible for Conservatory funding
2. Listing in the Conservatory's directory of student group and involvement opportunities.
3. Permitted, within applicable policies and procedures, to
  - a. Use the Conservatory's name.
  - b. Sponsor and hold events
  - c. Advertise and promote organizational activities.
4. Ability to:
  - a. Reserve and use Conservatory space and facilities
  - b. Request and use Conservatory equipment.

### **SUBMITTING A PROPOSAL TO START A NEW STUDENT CLUB/ORGANIZATION**

Proposals for new organizations should be submitted in type-written form for review. The following items must be completed and submitted:

1. Name of the organization
2. A draft of the club/organization Constitution
3. List of at least 5 prospective members with contact information (email addresses/phone numbers)
4. Names and titles of the organization's student officers (note: See Executive Team Roles).
5. List of at least 3 tangible goals for the organization.
6. List of anticipated activities/programs
7. Process and timeline for selection of officers (i.e.—annual election in spring by club members).
8. List of anticipated frequency of club meeting times (i.e.—weekly, or every other week, etc.)
9. Recommendation Letter from a NEC faculty or staff advisor; acknowledging that he/she will assume the role as the club's advisor

### **Application Review and Approval Process**

Application's for **new** clubs or organizations will be accepted twice during the year:

- To be considered an active club/organization beginning the **Fall semester**, paperwork must be submitted by: **October 1**
- To be considered an active club/organization beginning in the **Spring semester**, paperwork must be submitted by: **February 15**

If you do not submit your paperwork by the above dates, you will have to wait until the following semester to be considered active.

When the above items have been submitted, all items will be reviewed by the Assistant Dean of Campus Life, or his/her designee. Approval will be based on the club's expected ability to meet eligibility requirements and responsibilities as noted in this policy. The review process may take up to (2) weeks.

If approved, organizations will be notified via email. If any changes need to be made to the original proposal, or if the proposal is denied, the Assistant Dean of Campus life will reach out to schedule a meeting to discuss these items in person.

### **STUDENT REQUIREMENTS FOR MEMBERSHIP AND EXECUTIVE POSITIONS**

- **General:** Only matriculating NEC students are eligible for club membership.
- **Academic:** Only students with a term and cumulative 2.0 GPA or higher are permitted to be president of any student club or organization.
- **Behavioral:** Any student who is not in good standing (e.g. is on Disciplinary Probation through the student conduct process) may not serve as a club officer.
- Membership must be available and open to all currently enrolled NEC students without discrimination on the basis of race, color, religion, sex, age, national origin, disability or veteran's status.

### **ADVISORS**

All clubs and organizations are required to have a faculty or staff advisor prior to approval and throughout their operation. Advisors must be a current NEC employee. Advisors should be actively involved with the activities of the clubs and organizations. Creating a positive student-advisor relationship is the responsibility of both parties. Advisors must help the club ensure adherence to the policies and procedures set forth by NEC and the Student Handbook.

- Advisors are expected to guide the organization and to serve as a mentor to the leadership in planning and implementing meetings, events, and activities.
- Advisors must have knowledge of and approve all organizational activities, events, and expenditures.
- Advisors need to ensure that the plans for any activity or event conform to all NEC policies and procedures
- An Advisor may advise more than one registered club/organization at a time

### **GENERAL CLUB AND ORGANIZATION RESPONSIBILITIES**

All clubs and organizations must adhere to the policies and procedures set forth by NEC. NEC policies and procedures can be found within the Handbook, or online.

All clubs must do the following:

1. Clubs and organizations must email the GA for Student Activities to book a room for your meetings each semester. This should be done as soon as possible.
2. Clubs and organizations are required to submit a copy of any meeting agendas at least once month.
3. All members must read, acknowledge, and understand the Hazing Policy located within the Student Handbook

4. Toward the end of the Spring semester, hold elections or vote so the club/organization knows who will be in leadership positions for the following year.
5. Submit the Club Binder with all appropriate materials for the year to the Assistant Dean of Campus Life before the end of the Spring semester. (*see Records to be Maintained*)

### **EXECUTIVE TEAM ROLES**

Clubs and organizations typically have an executive board (e-board) made up of a President, Vice President, Treasurer, Secretary, and a Public Relations Officer. A description of each of these positions is up to the club or organization, in determining how they are defined.

### **CLUB AND ORGANIZATION CONSTITUTION**

The constitution is a valuable tool for the successful functioning and continued existence of any club or organization. Essentially the constitution is a document that describes its purpose. It also provides registered elements of the organization and governs the way in which the group will function.

The Constitution should minimally include the following:

- Article 1: Club Principles
- Article 2: Name
- Article 3: Purpose
- Article 4: Membership
- Article 5: Officers/E-Board Members
- Article 6: Faculty/Staff Advisor information
- Article 7: Duties of Officers/E-Board position descriptions
- Article 8: Election Procedures
- Article 9: Meetings
- Article 10: Finances
- Article 11: Activities/Programs
- Signature Page of the Constitution
  - A signature page at the end of the organization's constitution needs to be signed in order to verify that the constitution has been ratified and approved as the governing doctrine for the organization. The signature page includes the following:
    - Listing of all officers with signature and date
    - Advisors signature and date
    - Assistant Dean of Campus Life signature and date

### **RECORDS TO BE MAINTAINED**

The Office of Student Life will provide each club a 1" club binder for the club. Within the binder, each club should have any club information forms, the constitution, and a list of e-board members and regular members. It is up to the club to keep this notebook up to date.

Other information that needs to be updated and maintained includes but is not limited to the following:

- Meeting schedule with meeting agenda and minutes

- List of programs or activities that the club has organized and completed, along with any sign-up sheets associated with the program
- Any changes made to the e-board
- Other items as requested by the Assistant Dean of Campus Life

### **MONEY AND FUNDING**

Each recognized club and organization will receive funding of \$200 per semester. To access these funds, all purchases must be approved in advance. Funding requests up to \$100 must be submitted at least 10 business days in advance (Monday-Friday, when the Conservatory is open) in advance of the event or program. Funding requests for over \$100 must be submitted at least thirty (30) business days in advance. No student will be reimbursed for purchases not approved in advance as outlined. There is no access to Petty Cash for purchases or reimbursements, which is why it is imperative that students set up a time to meet with the Assistant Dean or designee to plan any purchases. Organizations can request additional funding for specific programs by applying for co-sponsorship with the SHAC (Student Housing and Activities Center). To qualify for funding, clubs and organizations must adhere to the guidelines outlined in the SHAC Co-Sponsorship Fund Information document.

Student clubs and organizations may use the college's sale tax exempt status for purchases pertaining to the organization. A sales tax letter may be obtained from the Assistant Dean of Campus Life. **Note:** Sale tax paid on purchases will **NOT** be reimbursed.

Hold on to all receipts. Make a copy of the receipt and the Treasurer must keep a copy of the receipt within the binder. The original copy must be given to the Assistant Dean of Campus life within 48 hour of purchase. *Failure to follow or fulfill any of the above requirements could result in a loss of funding for future events or programs.*

**If organizations have received additional funding from the SHAC fund, then those guidelines must be adhered to as well.**

### **EVENT AND PROGRAM PLANNING**

All events and programs must be approved by the Assistant Dean of Campus Life or his/her designee prior to any implementation of the program.

### **PROMOTION AND MARKETING**

1. All promotion and marketing materials for your club/organization and any events you are sponsoring, must be approved by the Office of Student Services. These items must be approved and stamped prior to be hung up or distributed.
2. Posters or flyers must be hung up at least two weeks in advance of any program or event, which means you should be submitting your flyers/materials to the Assistant Dean for approval at least three weeks prior to the event.
3. Any and all marketing materials and advertisements must include the following statement:

*Should you require accommodations to any of these programs due to a disability, please contact the Office of Student Services at 617.585.1310.*

4. Posters and flyers must be removed by the club no later than 1 week past the event date.

# Appendix A

## **Example CONSTITUTION**

[Club Name]

### **ARTICLE I-NAME**

The name of this organization shall be the [Club Name].

### **ARTICLE II-PURPOSE**

The purpose of [Club Name] is to [Use this area to describe the purpose or mission of your club. You can add your beliefs and what your club is striving to help students become at the University of Hartford, etc.]

### **ARTICLE III-MEMBERSHIP**

- Section 1. Membership shall open to all full-time undergraduates of the University of Hartford.
- Section 2. Voting membership shall be limited to those members who attend two or more consecutive meetings. Voting membership carry over from one academic year to the next to insure a voting membership in September.
- Section 3. All clubs will have a minimum membership of 15 full-time undergraduates.
- Section 4. Students who are full-time undergraduates and wish to become members of a club shall be assessed prorated dues in order to facilitate full participation in SGA-funded functions. Those dues shall be set by the club in question.

### **ARTICLE IV-OFFICERS AND THEIR DUTIES**

- Section 1. Officers of the organization shall consist of President, Vice President, Secretary, and Treasurer.
- Section 2. Term of office shall be one academic year beginning at the annual meeting in April and ending when the new officers are elected and take office.  
**(OPTIONAL)** Officers shall not serve for more than two consecutive years in the same position.
- Section 3. **Duties of the President**

- a. The President shall be the Chief Executive Officer of the [Club Name] and shall preside at all [Club Name] meetings.
- b. The President shall vote at the meetings only in the event of a tie.
- c. The President shall be the official representative of the [Club Name] when such representation is necessary.
- d. **(OPTIONAL)** The President shall appoint such committees as in his judgment will benefit the organization\* when such representation is necessary.

Section 4. **Duties of the Vice President**

- a. The Vice President shall assume all duties of the President in the President's absence or disability.
- b. The Vice President shall aid the President in his duties if called upon to do so.

Section 5. **Duties of the Secretary**

- a. The Secretary shall keep complete accurate records of all meetings of the [Club Name] and submit those minutes to the Executive Vice President of the Student Government Association.
- b. The Secretary shall conduct correspondence as the President requests.

Section 6. **Duties of the Treasurer**

- a. The Treasurer shall be the custodian of all funds of the [Club Name].
- b. The Treasurer shall sign all Purchase Orders and disburse funds in accordance with the procedures established by the Student Government Association Finance Vice-President.

# Appendix B

## The Student Housing and Activities Center (SHAC) Co-Sponsorship Information

The Student Housing and Activities Center (SHAC) Co-Sponsorship Fund is dedicated to supporting **events that enrich student life and the NEC community**. To qualify for funding, events must fulfill the following guidelines:

1. The program for which you are requesting funding for must be open to all students
2. Funding requested must be used within the academic year
3. If you are approved for funding, you must list the SHAC as a co-sponsor on all event advertising.
4. The funding may not be used to specifically advocate a single political and/or religious point of view (for example: supporting a presidential candidate's lecture).
5. Requests should be submitted well in advance. Allow a minimum of 30 days for funding decisions. Pre-planning is necessary to avoid delays in arrangements and payments.
6. The program/event that the funding will be used for should not infringe on NEC policies or the Disciplinary Code.
7. Funds may only be requested by a current NEC student or recognized NEC club or organization.
8. The student or student organization organizing the event must request a tax exempt form to be used for all purchases that funding is used for. Sales tax will not be reimbursed.
9. Arrangements for purchases or services should not be made prior to receiving funding approval. Arrangements made prior to funding approval date will not be covered.
10. If a student or student club/organization uses funding toward unapproved purchases, funding privileges will be revoked for a specified period of time.

After the Completion of the Program/Event:

11. Submit a Post Event Form within two (2) weeks after the event.
12. All receipts must be submitted within two (2) weeks after the event.

*Failure to follow or fulfill any of the above requirements could result in a loss of funding for future events or programs.*

**SHAC Co-Sponsorship Funding will not be approved for the following:**

- Alcoholic beverages or tobacco products
- Political partisan activities in support of or in opposition to a candidate or political party
- Purchases solely for the purpose of religion worship or devotion, regardless of the viewpoint
- Activities for which academic credit is received
- Donations to other organizations or charities
- Fundraising events

- **NOTE:** *This includes events that have the intent to generate profit by mandating a participation fee.*
- Gift cards
- Salaries
- Any form of payment towards a NEC faculty, staff member, or student
- Expenses for any event that occurred before
- Club/Organization Promotional items (T-shirts, wristbands, stickers, buttons, etc.)

**DEADLINE:** Applications are accepted anytime during the academic year. Funding requests for \$100 or less must be submitted at least 10 business days (Monday-Friday, when the Conservatory is open) in advance of the event or program. Funding requests for over \$100 must be submitted at least thirty (30) business days in advance. Completed applications for funding requests should be submitted to the Assistant Dean of Campus Life, Office of Student Services, 241 St. Botolph. Each proposal will be evaluated based on the stated requirements and criteria, and will notify the initiator by e-mail of the decision.

# Student Housing and Activities Center (SHAC) Co-Sponsorship Fund

## Request Form

Name of Student Club/Organization or Individual Requesting: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Activity/Event Title:  
\_\_\_\_\_

Date, time & location:  
\_\_\_\_\_

Please describe the activity/event below:

How will the activity/event benefit the NEC community?



	<b>Total Amount Requesting:</b>	<b>\$</b>

# Student Housing and Activities Center (SHAC) Co-Sponsorship Fund

## Post-Event Form

Name of Student Club/Organization or Individual: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Activity/Event Title: \_\_\_\_\_

Date, time & location: \_\_\_\_\_

Approx. # of Attendees: \_\_\_\_\_ Approx. Final Cost of Program: \$ \_\_\_\_\_

Please describe how you met the goals you set for your event :

What did you feel was successful about this event? What could have been improved?:

What did you learn during the process of planning and implementing this event?:

**Please return completed forms to the Assistant Dean of Campus Life, 241 St. Botolph, no later than two (2) weeks after the event. Failure to follow or fulfill any program/event requirements could result in a loss of funding for future events or programs.**