

Clubs and Organizations

Note: There is a separate handbook for both Club Advisors and Student Club Members. Please be sure to pick up a copy from the Vice President and Dean of Students and Enrollment Management Office or Student Activities Office.

Student Senate/Club Office

The Student Senate/Club Office is located in the Student Life Suite, Room 302D, and is available for use to conduct business by the Student Senate and members of Clubs on campus.

Role of the Club Advisor

The College requires that all campus-recognized clubs have a Club Advisor (faculty, staff, or administrator) whose responsibility is to provide guidance and support to the organization.

Club Advisors are volunteer faculty, staff, or administrative members who, out of interest and dedication, give their time and talents to extracurricular programs. The selection and term of Club Advisors is the responsibility of club members. The Student Activities Office must be informed of these choices. Final approval is given by the Vice President and Dean of Students and Enrollment Management. The time commitments and demands serving as a Club Advisor are outweighed by the special relationships that you establish with club members. To witness the maturity, emotional and educational growth of students that you have nurtured and guided is most satisfying and indispensable.

Your Responsibilities

As Club Advisor, you are responsible for maintaining close contact with the club officers and members of the organization as well as providing support and leadership when necessary. Your responsibilities include:

1. Being responsible for the proper supervision of any meeting or activity staged by the group with which she/he is working.
2. Playing an active role in helping students set up a meaningful program that is consistent with the club constitution and purpose.
3. Periodically review financial status of club, handling of club funds, and maintenance of financial records. Expenditures must have your signature. The Associate to the Vice President and Dean of Students and Enrollment Management oversees all club accounts. Contact the Associate to the Vice President and Dean of Students and Enrollment Management if you have any concerns.
4. Communicate club news, concerns and questions to the Student Activities Office as needed. The staff of Student Activities can be contacted at 828-4181 ext 3382.
5. Be familiar with the College policies and procedures relating to organizations. Report to the Vice President and Dean of Students and Enrollment Management or Student Activities Office any violation of College policies or procedures that might harm the club or College.
6. Attend and supervise club functions and activities or provide a substitute when unable to attend.
7. Help to preserve organizational records for continuity by maintaining club minutes, constitution, membership list, and club activities.

8. If during your term you must resign as Club Advisor, you are responsible for notifying the club president and members, as well as the Student Activities Office of your decision. Please give as much advance notice as possible.

Club Member Contract

Contracts must be on file with the Vice President and Dean of Students and Enrollment Management Office or Student Activities Office along with contact numbers.

1. Club members, as representatives of Columbia-Greene Community College, will stay with the delegation at the hotel and return with it, via transportation provided by the college.
2. Club members will attend all preconference, on-site and post-conference delegation meetings.
3. Club members will attend and participate in all those aspects of the Conference/Trip which are required by the school.
4. Club members are representatives of Columbia-Greene Community College, and have been chosen to represent their organization and its interests. Club members understand that any actions taken at the conference/trip will positively or negatively affect people's opinions about the organization and the college.
5. Club members will behave responsibly and maturely. Intoxication, use of illegal substances, and abusive or inappropriate behavior may result in breaking of conference, hotel or college rules and may result in dismissal from the delegation and conference/trip. If asked to leave, a club member must reimburse the organization and the college for any expenses they incurred for his/her participation in the conference/trip.
6. Club members must certify that they are duly enrolled students in good academic standing at Columbia-Greene Community College, and they must release their cumulative grade point average to the Office of Student Activities for verification of academic standing.

Reference: Adapted from National Association of Campus Activities delegate contract (www.naca.org)

Club Recognition

To be officially recognized, every organization must submit a constitution for student senate review and approval. Final approval must also be secured from the Vice President and Dean of Students and Enrollment Management. This constitution must be compatible with the policies, regulations and philosophy of the College.

The student organization must have a faculty member, staff member, or administrator as an advisor. Faculty/staff advisors assist in planning the overall activities of the club and train new officers.

Each organization is responsible for planning and implementing its activities. All activities should be related to the club's organizational goals and objectives, as well as be approved by the club advisor. Students interested in forming a new club should contact the Senior Associate for Student Activities for details and assistance.

Recognized Clubs & Organizations:

A recognized student club/organization may be awarded funding from student activity fee funds, and would have broad access to designated channels of advertisement and operation such as bulletin board, promotion tables, and campus facilities. To become a recognized student club/organization, a group would have to comply with all appropriate regulations, including the college's 'all-comers' policy.

Registered Clubs & Organizations:

A registered student club/organization would not receive funding from the college but would still have access to college facilities to promote and conduct its activities. To become a registered student club/organization, a group would not be required to comply with the college's 'all-comers' policy. The group would be required to provide a stated purpose, complete a registration packet, submit the names of officers and contact information, create a constitution and bylaws, and enlist a faculty advisor. There would not be a minimum number of members required.

The following is a list of clubs and organizations that are currently active. Students should be aware that the success of a club is largely dependent on the members' commitment to the club and it is their responsibility for carrying out the planning and implementation of the activities of the club.

Student Senate: The Student Government Organization (SGO) is made up of every registered student, both full-time and part-time. The governing body of the SGO is the Student Senate. The Senate is charged with the allocation of student activity fees to student clubs, organizations, and intercollegiate athletic teams.

Advisor: David Cucinotta

Office: 302C

Co-Advisor: Earl Tretheway

Office: 205J

Recognized Clubs/Organizations

C-GCC Dance Team 'Fuzion': This club is a performing dance team, made up of a group of students who choreograph their own routines and perform at select home Basketball games during half time. No audition is needed, dance experience is helpful. Multiple routines are taught during the fall and spring semesters, practice during the student activity period on Tuesdays and Thursdays.

Advisor: Rachel Kappel

Office: 203A

Criminal Justice Club: This club encourages education and professionalism in the field of criminal justice among students through meetings, guest speakers and participation in related activities. Students desiring to join the club are not required to be criminal justice majors.

Co-advisors:

Bill DeLuca

Office: Room 201P

Frankie Beaver-Timmons

Office: Room 213A

Health Promotion Club: This club provides the opportunity to strengthen professional development and peer support and serves the College community through health promotion and educational programs.

Advisor: Cindy Engel
Office: 215

Human Services Club: This club promotes increased understanding of the field of Human Services through meetings, guest speakers, and participation in conferences. The club members also engage in service to the community.

Advisor: Dawn DeFino
Office: 505

International Student Club: The International Student Club's goal is to build unity among students, to provide personal and academic support and to encourage principles of fellowship and self-determination. The club organizes events that foster the increase of knowledge of diverse cultural concerns across the globe.

Advisor: Sandra Longley
Office: 213B

Massage Therapy Club: This club builds unity among massage therapy students, assists those interested in investigating or further developing studies in massage or alternative therapies and bodywork.

Advisor: Matthew Kenny
Office: 400

Radio Club: This club is designed for students to participate in the operation, programming and promotion of an on-campus radio station. Production of radio programs, interviews and unique student driven content will be the focus of the club. This club provides entertainment and information to the college community through various media sources.

Advisor: TBD

Student Activities Board (SAB): This group provides social, cultural and educational opportunities for all members of the College community. The SAB programming includes speakers, parties, and special events. The SAB provides members with the experience of planning and implementing group events and activities.

Advisor: David Cucinotta
Office: 302C

“The Mission” - Columbia-Greene Christian Fellowship Club: The Christian Fellowship Club comes together to pray, worship and plan special events.

Advisor: Deborah Edwards
Office: 213

Registered Clubs/Organizations

Student Ambassador Program: Under the supervision of the Office of Admissions, this group consists of selected student volunteers who represent the student body. This program provides a unique opportunity for students to become involved with the College's outreach efforts. Students also gain a greater understanding of community public relations and the dynamics of marketing. Students participate in Orientation, College Night, student tours/visitation, career fairs, high school visits, and other admissions related activities. Students who are interested in becoming an Ambassador must complete a Student Ambassador Application available in the Admissions Office.

Advisor: Josh Horn

Office: 205B

Honor Societies

Phi Theta Kappa: This national fraternity provides recognition and encouragement of scholarship among community and junior college students.

Co-Advisor: Peter Ambrose

Office: 213E

Co-Advisor: Susan Powell

Office: 201R

Co-Advisor: Barbara Shaffer

Office: 201I

Sigma Delta Mu: The National Spanish Honor Society honors students who attain excellence in the study of the Spanish language.

Advisor: Siri Carlisle

Office: 201J

Alpha Chi Omega: The National Italian Honor Society honors students who attain excellence in the student of the Italian language.

Advisor: Siri Carlisle

Office: 201J

Chi Gamma Chi: This chapter of the Alpha Sigma Lambda National Honor Society is a national adult honor society which honors adult students who attain academic excellence while facing competing interests of home and work.

Advisor: Kevin Kropp

Office: 203B

Responsibilities of Club and Organization Treasurers and Advisors:

1. The advisor of each organization has the responsibility to authorize payment of bills for goods and services contracted for by authorized members of the organization.
2. Only goods or services planned, stated, and approved according to the current procedures of the Student Activities Office will be considered for payment.
3. The treasurer of each organization must maintain a record of expenditures and receipts.
4. If expenditures occur which are not in accordance with the financial policies of the Student Activities Fund, possible censure and withdrawal of funds may occur.

Student Activities Event Request Form

A Student Activities Event Request Form must be submitted to the Student Activities Office when any student club or organization plans to sponsor an event. This form should be filed at least two weeks prior to the event to avoid conflicts and duplication. Blank forms can be picked up in the Student Activities Office in Room 302. Pre-Programming Check-List must be submitted with Student Activities Event Form. Event Forms and Check-Lists must be complete for approval.

Student Activities Fund Raising Form

A Student Activities Fund Raising Form must be submitted to the Student Activities Office when any student club or organization plans to have a fund raising event. This form should be filled out at least two weeks prior to the fund raising event to assure proper approval. Blank forms can be picked up in the Student Activities Office in Room 302.

Promotional Assistance for Student Sponsored Events

Students seeking assistance in promoting a student or community activity must see the Senior Associate for Student Activities. Remember, no event can be advertised without filling out a Student Activities Event Request Form.

Vendors on Campus

Vendors hoping to have a booth on campus to sell items to students must submit an Application for Vending to the Student Activities Office. This form should be filled out at least two weeks prior to the date of sale to assure proper approval. Blank forms can be picked up in the Student Activities Office in Room 302.

Forming a New Club

Students interested in forming a new club should contact the Senior Associate for Student Activities for details and assistance in creating the organization.