

Student Activities

The Student Activities Office conducts business related to student clubs and organizations. New and returning students are encouraged to get involved with this “co-curricular” education. Involvement outside of the classroom can supplement and strengthen the classroom experience, provide skill development and build lifelong friendships. Most activities are planned, organized and developed by the Student Activities Board (SAB). Examples of events coordinated by this group include performances by comedians and bands, game shows, novelty acts, educational experiences, and trips.

The C-GCC Faculty Student Association, Inc. operates the Cafeteria, Bookstore, and Child Care Center. Student government officers serve as members of this organization. Students interested in becoming involved in any of these areas should contact the Student Activities Office.

Location: Room 302

Hours: Monday through Friday 8:00 am to 6:00 pm

Student Government

Student Government Organization Constitution

PREAMBLE

In order to promote the general welfare of the student body; to stimulate interest in and support of those activities contributing to our educational, cultural, social, and physical improvement; and to provide every student with training and experience in democratic government; we, the students of Columbia-Greene Community College do hereby decree this constitution as the official Constitution of Columbia- Greene Community College Student Government Organization.

ARTICLE I

Name, Membership, and Privileges

Section I. Name

The name of this organization shall be the Student Government Organization of Columbia-Greene Community College

Section II. Governing Board

The governing board of the Student Government Organization shall be the Student Senate of Columbia-Greene Community College.

Section III. Membership for the Student Government Organization.

The membership for the Student Government Organization shall consist of all matriculated students that pay a student activity fee at Columbia-Greene Community College.

Section IV. Privileges

All Student Government Organization members shall be entitled to vote; they shall be able to run for and hold office in Student Senate.

Section V. Membership for the Student Senate

Senate members shall be composed of those Student Government Organization members that adhere to the process herein established. Student Senators must carry a minimum of twelve (12) credit hours, unless fewer are needed for graduation. Student Senators must maintain a minimum grade point average of 2.0 on a 4.0 scale and be in good judiciary standing to participate in Student Senate.

ARTICLE II**The Student Senate Composition***Section I. Senate Composition*

1. The Student Senate shall be composed of the elected members of the Student Government Organization, who shall henceforth be referred to as Senators and Officers of the Student Senate.
2. The Student Senate shall be composed of fourteen (14) voting members; the President, Vice President, Secretary, Treasurer, the Student Trustee, and ten (10) Senators.
3. During each academic year the Student Senate shall consist of seven (7) Freshman Senators and seven (7) Sophomore Senators. A Freshman Senator is defined as a student that has less than 24 semester hours of credit earned at or accepted by Columbia- Greene Community College. A Sophomore Senator is defined as a student that has 24 or more semester hours of credit earned at or accepted by Columbia-Greene Community College.

ARTICLE III**Senate Elections***Section I. Returning Senators*

Returning Senators from the previous semester do not have to be re-elected into Senate; Returning Senators must file a commitment form to secure their position with the Student Senate Advisor and the Vice President and Dean of Students and Enrollment Management. Senators from semesters previous to the most recent must be re-elected.

Section II. Election Committee

1. Elections will be under the supervision of an Election committee, which will consist of the returning members of the Student Senate from the previous academic year. The Senate Advisor and the Vice President and Dean of Students and Enrollment Management will act as the Election Advisory Council with no voting powers.
2. The Committee shall establish the polling place(s), procedures, and dates for voting at least two (2) weeks prior to an election.
3. The Committee may take votes from Senators that are unable to attend elections due to official school business and may vote via sealed ballot given to the Vice President and Dean of Students and Enrollment management two (2) days prior to an election.
4. The Elections Committee, the Senate Advisor, and the Vice President and Dean of Students and Enrollment management will oversee the counting of the votes in the election. No candidates may take part in the count.

Section III. Election Deadlines

Elections of Senators shall take place no later than the second week of the academic semester.

Section IV. Eligibility Requirements for Senators

To be eligible for election to the Student Senate, a SGO member, in addition to meeting the academic and judiciary requirements specified in Article I, Section V, must submit to the Election Committee, Vice President and Dean of Students and Enrollment Management and the Student Senate Advisor an approved petition with no less than fifteen (15) SGO member signatures and a one page typed application form containing candidate's name, phone number, email address, and statement of candidacy.

Section V. Election Petitions

No SGO Member may sign election petitions for more than seven (7) Freshman Senatorial Candidates and seven (7) Sophomore Senatorial candidates in any given election.

Section VI. Voting

No SGO Member may vote for more than seven (7) Freshman Senatorial Candidates and seven (7) Sophomore Senatorial candidates in any given election.

Section VII. Obtaining Senatorial position

The seven (7) SGO candidates from each class receiving the greatest number of votes shall be the elected Senators.

Section VIII. Vacancies

With a majority vote the Student Senate may fill vacant seats with any SGO member that fulfills the eligibility requirements outlined in Article I, Section V, and completed the Student Senate Petition form outlined in Article III, Section IV. No new senators will fill any vacant seats after the 10th week of classes. Vacant seats will be filled the following semester.

ARTICLE IV**Powers and Duties of the Student Senate***Section I. Student Activities Fund*

The Student Senate shall administer the Student Activities Fund. Monies from the Student Activities Fund may be used solely for the purposes consonant with the social, educational, and cultural interests of the general student body. In the administration and use of monies from the Student Activities Fund, the Student Senate shall be governed by the policies of the State University of New York and those of Columbia- Greene Community College.

Section II. Chartering Student Organizations and Activities

The Student Senate shall have the power to charter student organizations; to allocate funds to organizations and activities; and to coordinate activities that will, in its opinion, serve the general interests of the college, the SGO, and/or the general community. The Senate shall also initiate action for the purpose of establishing whatever campus organization or activity it regards as desirable. Any such project, activity, or organization shall be subject to approval of the Vice President and Dean of Students and Enrollment Management.

Section III. College and Community Rapport

As representatives of the SGO, the Student Senate shall accept responsibility for the promotion of mutual understanding and cooperation between the college and the general community.

Section IV. Impeachment Powers

The Student Senate shall have the power to impeach and remove from office any of its officers or members that fail to comply with the Student Senate Constitution, and its by-laws, and whose academic and/or judiciary college standing brings discredit upon the Student Senate and/or the college.

ARTICLE V**Impeachment Procedures**

In the event that a Student Senator has failed to comply with Article IV, Section V, or abandoned their position without proper notice, the following procedure must be taken.

Section I. Evidence

Sufficient Evidence must be made available to the Executive Committee of the Student Senate, the Student Senate Advisor, and the Vice President and Dean of Students and Enrollment Management in order to conduct an investigation of the alleged Senator or Officer. If the Officer holds a position on the Executive Board, they will be excused from the meeting. The Vice President and Dean of Students and Enrollment Management and/or their designate will supervise and act as advisor to impeachment hearing(s).

Section II. Impeachment Procedure

To ensure all parties receive fair and equitable treatment the following procedures will be followed:

1. To begin an investigation, written charges against the alleged party and at least two thirds (2/3) of the SGO members printed names and signatures must be submitted to the Executive Committee, the Student Senate Advisor, and the Vice President and Dean of Students and Enrollment Management.
2. The accused officer will be notified no later than one (1) business week from accusation in writing. The notification letter will contain the alleged violation(s) and the Senate's intent on conducting an impeachment hearing.
3. The Student Senate impeachment hearing will be held no sooner than three (3) business days from the date that the accused party received the written notification. The accused party may choose to waive her/his rights to a hearing and accept the Student Senate's impeachment verdict and/or they may submit a written resignation.
4. The accused Senator shall be entitled to speak at the Senate impeachment hearing and they hold the right to have a representative of her/his choice act as advocate. The advocate cannot participate in the hearing.
 - a. During the hearing, the accused officer has the right to question any Student Senator, SGO member, and/ or college official that witnessed and/or have knowledge of alleged accusation(s).
 - b. The accused have the right to present evidence relevant to the dismissal of the allegation(s).

5. The accused officer is impeached with a majority vote of the Student Senate.
6. The impeached Student Senator will be entitled to a written report that contains the findings and results of the impeachment hearing. The impeached Senator must request the report in writing. The Student Senate will submit the report to the impeached Senator no later than seven (7) business days after written request is made.
7. The impeached officer may file an appeal within seven (7) business days with the Vice President and Dean of Students and Enrollment Management. The Vice President and Dean of Students and Enrollment Management's decision is final.

Section III. Attendance

The Student Senate shall have the power to impeach any officer or member of the Student Senate if she/he has three (3) unexcused missed meetings in an academic year. Discretion of the Executive Committee shall be employed in extenuating circumstances.

ARTICLE VI

Executive Officers and Duties

Section I. Executive Officers

The executive officers of the Student Government Organization and the Student Senate shall be a President, a Vice President, Secretary and Treasurer.

Section II. The President shall:

- a) Responsible for all SGO functions.
- b) Preside at all meetings of the Executive Committee.
- c) Call special meetings of the Executive Committee.
- d) Represent the Student Body at official functions both within the college and externally, when possible.
- e) Preside at all meetings of the Student Senate.
- f) Call general and/or special meetings of the Student Senate.
- g) Cast the deciding vote in case of a tie in the Student Senate.
- h) Act as advisor and ex-officio member on all Student Senate committees.
- i) Act as College Delegate to the SUNY Assembly.

Section III. The Vice President shall:

- a) Preside at all meetings of the Student Senate, in absence of the President.
- b) Call special meetings of the Student Senate.
- c) Appoint and supervise the Chairs of all committees of the Student Senate.
- d) Assume the office and duties of the President, with full power, upon the President's resignation or removal.
- e) Maintain full voting privileges when not presiding over the meeting.

Section IV. The Secretary shall:

- a) Prepare a typed agenda for all SGO meetings under the direction of the Chairperson.
- b) Take accurate minutes of all meetings of the Student Senate.
- c) Distribute the minutes to the College President, all Deans, Club Advisers, the Faculty, and all Senators via hardcopy and/ or email.
- d) Conspicuously post all minutes at least two (2) business days prior to the next regular Student Senate Meeting.
- e) Conduct all official correspondence of the Student Government Organization.
- f) Maintain a file of all minutes and correspondence of the Student Government Organization. These files must be maintained for a minimum of three (3) years in the Student Activities Office.
- g) Present a monthly report in a regular Senate meeting containing all the expenditures and revenues of the Student Senate. Copies of the report shall be filed promptly with the Vice President and Dean of Students and Enrollment Management and the Board of Directors of the C-GCC Association, Inc.

Section V. The Treasurer shall:

- a) Present a monthly report in a regular Senate meeting containing all the expenditures and revenues of the Student Senate. Copies of the report shall be filed promptly with the VP and Dean of Students and Enrollment Management and the Board of Directors of the C-GCC Association, Inc.

Section VI. The Student Trustee shall:

- a) Maintain a minimum grade point average of 2.5 on a 4.0 scale and be in good academic and social standing.
- b) Act as the Student representative to the Board of Trustees.
- c) Give a monthly report to the Student Senate concerning the welfare of the student body, the Board of Trustees, the college campus, and the general college community.
- d) Be a voting Senator in the Student Senate.
- e) Adhere to all policies established within this constitution.
- f) Not hold an executive office in the Student Senate.
- g) Must meet with the Student Senate Advisor and then the VP and Dean of Students and Enrollment Management prior to the monthly meetings.

Section VII. Executive Officers

The Executive Officers of the Student Government Organization shall be elected from and by the Student Senate at the first meeting following the Senate election. Election of the Executive Officers shall be decided by majority vote. If the vote results in no majority, a run-off election will be held between the two candidates receiving the greater number of votes. The Executive officers of the Student Government Organization shall be comprised of the Student Trustee and the Executive Committee. The advisor of the Student Senate is appointed by the VP and Dean of Students and Enrollment Management and attends all meetings of the Student Senate. No executive officers shall serve more than 2 consecutive terms.

ARTICLE VII**Meetings of the Student Senate***Section I. Meetings of the Student Senate*

Regular meetings of the Student Senate shall be held at least semi-monthly during each academic semester when the college is in session. Special meetings may be called by the Vice-President at the direction of the President or upon the request of at least four (4) Senators.

Section II. Location of Meetings

All regularly scheduled meetings of the Student Senate shall be held on the College campus and shall be open to any member of the Student Organization to participate without vote except, as the Senate shall, upon majority vote, decide to enter Executive session.

Section III. Leadership Transition Workshop

Two weeks after each election the Student Senate will conduct a Leadership Transition Training Program. The Senate Advisor, Associate to the VP and Dean of Students and Enrollment Management, and the VP and Dean of Students and Enrollment Management will coordinate this event with all returning Senators and the Executive Committee. Senators who are elected during the semester must also go through transition training.

Section IV. Quorum

No meeting of the Student Senate may transact business without a quorum. A Quorum shall consist of two-thirds (2/3) of the membership.

Section V. Robert's Rules of Order

Robert's Rules of Order shall govern procedure at all meetings of the Student Senate except those cases where the said rules of order conflict with the duly established by-laws of the Senate. In such instances, the latter shall take precedence.

ARTICLE VIII**Standing Committees***Section I. Appointment and Membership*

The hereinafter named shall be the standing Committees of the Student Government Organization. The Vice-President in accordance with Article VI, Section III, shall appoint all chairs of the Standing Committees. The membership of Standing Committees is open to all SGO members upon the appointment by the Chairperson of said committees.

- a) Constitution: The Constitution Committee shall continuously evaluate this Constitution and shall make recommendations for such revisions as may be deemed necessary and appropriate.
- b) Budget: The Finance Committee will review all budget requests from all recognized student organizations. This committee will conduct a budget hearing early in each semester and make recommendations to the Senate regarding budget allocations.
- c) Election: The Election Committee, as specified in Article III, Section II, shall supervise elections.

ARTICLE IX**Ratification***Section I. Ratification of Constitution*

This Constitution shall be declared ratified after being approved by the Vice President and Dean of Students and Enrollment Management, and President of the college and by two-thirds (2/3) of the student body voting in referendum.

ARTICLE X**Clubs**

- a) Any club recognized by Student Senate must attend one Senate meeting a month and give an update; otherwise funds will be frozen.
- b) At least one (1) club member along with the club advisor must present club budget and/or any additional requests.

ARTICLE XI**Amendment Procedure***Section I. Amending the Constitution*

In order to amend this Constitution, the following steps must be completed.

- 1) The proposed amendment must be introduced at a regular meeting of the Student Senate by one of its members.
- 2) The Secretary of the SGO shall prepare multiple copies of the proposed amendment. Such copies shall be posted on the bulletin boards at least one (1) week prior to the next regular meeting and shall be available to all Senators at the next regular meeting.
- 3) At the first meeting of the Senate, after introduction of the proposed amendment, the Senate shall vote to approve or reject it. Two-thirds (2/3) of the members present and voting must concur with the amendment for approval.
- 4) All proposed amendments, which gain Senate approval, shall be submitted to the Vice President and Dean of Students and Enrollment Management and President of the college for their approvals.
- 5) If approved by the Vice President and Dean of Students and Enrollment Management and college President, the proposed amendment shall be presented to the SGO members in a referendum for their assent.
- 6) If two-thirds (2/3) of the SGO members voting shall approve the proposed amendment, it shall immediately become part of this Constitution.
- 7) The Constitution Committee and Advisor of the SGO shall supervise said referendum.

Section II. Defeated Amendments

Each of the steps prescribed in the foregoing section must be completed in the order indicated. If, at any point, the proposed amendment does not receive the required approval, it shall be declared defeated and shall not demand further action.

Section III. Contradictory Amendments

All amendments to this Constitution which would seemingly stand in contradiction to an earlier portion of this document must begin with the words: "Provision contained in Article: ____, Section ____, of this Constitution notwithstanding".

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.

Athletics

Use of Facilities: Students may use the gym and fitness center on an informal basis, in accordance with the following policies. The priority for use of the gymnasium will be given to physical education classes and intercollegiate athletic practices and games. Varsity practice in the gym will be scheduled by the Athletic Department and will generally be held from 3:00 p.m. to 9:00 p.m. When classes or teams are not using the gym, students may use the gym for free time, according to posted schedules. All participants must wear sneakers (one continuous sole) and present their student id cards for all activities in the gymnasium.

Intramural Sports: C-GCC encourages participation in intramural athletics. Co-ed teams have been formed in volleyball and basketball. Everyone on campus is eligible to participate in intramurals (except varsity athletes in season). Varsity players, however, are invited to act as officials.

Intercollegiate Athletics: C-GCC is a member of the Mountain Valley Conference and National Junior College Athletic Association (NJCAA) Region III. C-GCC competes at the Division III level. The college has varsity teams in men's basketball, men's baseball, women's softball, women's Cross Country, women's volleyball, men's and women's golf, and men's and women's bowling. Eligibility for participation is directed by the NJCAA rules and regulations as follows. It is the responsibility of the student athlete to be familiar with these regulations. Any questions should be directed to the Director of Athletics.

Note: All students planning to participate in any sport must submit a health assessment performed by a physician, nurse practitioner or physician's assistant, for each collegiate year in which they compete. This examination must be done on or after August 1 for the upcoming academic year. The report must be submitted to and approved by, the Director of Health Services prior to the first practice.

Student Athlete Code of Conduct:

Representing C-GCC as a member of one of its athletic teams is an honor and a challenge involving a great deal of individual responsibility. Academic progress and success are the first priorities. Good study habits and utilization of time are necessary to strike the proper balance to do justice to studies and athletic team requirements. Having been selected as a member of a college team is a tribute to high skills levels and dedication to sports. Superior athletic performance is one part of this responsibility. Athletes must practice the ideals of sportsmanship, and must respect coaches, teammates, officials, opponents and spectators. Athletes must observe the C-GCC Student Code of Conduct Policy, the Student Athlete Code of Conduct, and the NJCAA Code of Conduct. The regulations apply not only to on-campus incidents, but also to any off campus incidents. Violations of these rules may result in suspension or dismissal from the athletic team. Any violations of the Student Code of Conduct Policy will be overseen by the Vice President and Dean of Students and Enrollment Management. All suspensions or dismissal for violations of the Student Athlete Code of Conduct or an individual team's guidelines will be administered by the Athletic Director. C-GCC athletes are expected to conduct themselves in an appropriate manner prior to, during, and after all athletic practices and contests, both home and away. As representatives of the school, deviations from the rules of common courtesy, lack of respect for others, and use of inappropriate language will not be tolerated. In addition to referral through ordinary disciplinary channels, athletes may be subject to the following sanctions if violations are reported by a coach, spectator, opposing team representative or official:

- Written warning
- Benched for one or more contests
- Suspension from practice/play for a specified period of time
- Suspension from team and removal from roster.

Appeal: Athletes subject to any of the above sanctions may appeal to the Vice President and Dean of Students and Enrollment Management within three business days after notification.

Injuries/Insurance/Health Assessments: If a student is injured as a member of an intercollegiate sport, he/she will inform his/her coach and report the injury to the Director of Health Services. The student must report the injury at the time it occurs. If the student cannot report the injury immediately, he/she will report it the injury immediately, he/she will report it as soon as possible to the Director of Health Services and fill out an Incident Report. The student is responsible for obtaining insurance information from the Office of Human Resources in Room 207.

Equipment and Paperwork: Uniforms and equipment issues to athletes remain the property of the Athletic Department. All uniforms are to be returned after each game. Other uniforms must be returned at the completion of the season. Grades and transcripts will be withheld until remuneration is made for lost or damaged uniforms or equipment.

Athletic Director: Walter Rickard

Office: 307B

Phone: (518) 828-4181 extension 3556

Student Athlete Code of Conduct Agreement

1. GENERAL PURPOSE OF THE ATHLETICS PROGRAM AT COLUMBIA-GREENE COMMUNITY COLLEGE:

- To receive an education;
- To provide an opportunity to develop excellent academic skills and knowledge, enhanced by life skills developed outside of the classroom.

2. A STUDENT ATHLETE IS REQUIRED TO:

- participate in a two-part student-athlete success workshop prior to the start of practice or play
- submit a completed and approved physical form to the Director of Health Services before the first practice

A. CLASS AND CLASS ATTENDANCE:

1. It is the responsibility of the student athlete to attend all classes, first and foremost, before considering participation in athletic practices or games.
2. It is the responsibility of the student athletes to attend classes **regularly** and **promptly**.
3. It is the responsibility of the student athlete to plan ahead and manage time wisely. A student athlete must prepare for assignments and exams during the entire semester; not just on the day when an assignment is due. Balancing both academics and participation in athletic programs requires preparation at all times.
4. If a student athlete must miss a class because of a contest, it is his/her responsibility to make arrangements with the instructor to make up all missed work, all in accordance with the instructor's course syllabus.

B. CONDUCT:

1. A student athlete is expected to conduct him/herself in a mature, responsible manner on and off-campus. A student athlete must abide by the Student Code of Conduct and the Student Athlete Code of Conduct.
2. Alcohol:
 - a. There is no drinking on campus. Columbia-Greene Community College is a dry campus.
 - b. Any student athlete who is 21 years of age must abide by NYS laws and not purchase, supply, or host alcoholic events for anyone younger than 21 years of age.
 - c. Any student athlete who is younger than 21 years of age and is caught drinking off-campus by state or local authorities, or college personnel, will forfeit his/her right to play on the team and will be immediately suspended from the team for the duration of the semester, participation in the athletic program for the duration of the year, and possibly suspended from any future participation in the athletic program.
 - d. Any student athlete who is of legal age must refrain from drinking during any college sponsored event on or off campus.

3. Tobacco:

The use of any tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

4. Other Drugs:

- a. Student athletes are **required** to refrain from partaking of drugs that are not prescribed by a physician.
 - b. Student athletes caught by any member of the coaching staff or college personnel, or state or local authorities, will forfeit his/her right to play on the team and will be immediately suspended from the team for the duration of the semester, participation in the athletic program for the duration of the year, and possibly suspended from any future participation in the athletic program.
5. Inappropriate Language: Student athletes must refrain from using any inappropriate language, and/or swearing, at practice and during athletic contests.

C. APPEARANCE:

1. As a representative of the athletic program and college, all student athletes must dress properly at all off-campus contests. Acceptable attire will be established by the Athletic Director.
2. Practice and game uniforms will be laundered on campus and must be worn in accordance with athletic standards.
3. For practice sessions and game days, appropriate footwear will be determined by the Head Coach for each sport.

D. INJURIES AND SICKNESS:

1. All injuries and sickness will be reported immediately to the coaches and trainers in order that treatment can be initiated as promptly as possible.
2. The coach will write an incident report for the injury or illness that occurs during practice[s] or contests. It will be submitted to the Vice President and Dean of Students and Enrollment Management Office immediately after the incident.

E. LOCKER ROOM PROCEDURE:

1. Student athletes are **expected** to assist the team managers and Assistant for Athletics in keeping the locker rooms and Athletic Distribution Room (ADR) in a clean and orderly condition. All trash will be properly disposed of in the trash container located in the locker rooms and ADR.
2. No spikes will be worn in any part of the locker rooms, ADR, or main building. Head coaches will instruct teams as to proper care of their athletic footwear.

F. ATHLETIC DISTRIBUTION ROOM (ADR) PROCEDURE:

1. No one, except the coaches, managers, Assistant for Athletics, Clerk/Typist, and Athletic Director will be allowed in the Athletic Distribution Room. All equipment will be issued by the managers and coaches with assistance from the Assistant for Athletics.
2. Student athletes are responsible for all equipment issued. If any equipment is removed from the locker room, the student athlete is responsible for it.
3. Student athletes are required to take care of all equipment in an appropriate manner.
4. The equivalent value of lost equipment or equipment that was not returned by the student athlete will be added to the student athlete's college bill. This includes all team uniforms and warm-up equipment and garments. A financial hold will also be placed on the student's records. Holds can only be removed from a record when the equipment is returned or reimbursement has been made to the college.

G. COACHES AND ATHLETIC STAFF:

It is the responsibility of the coaches and athletic staff to assist in the enforcement of all items mentioned above. This will be accomplished by:

1. Monitoring coursework and grades to insure appropriate attendance and completion of work necessary to achieve goals.
2. Giving the best possible athletic education to assure that understanding and good sportsmanship is exhibited on the playing field.

Statement of Basic Responsibilities

Participants shall recognize their responsibility for proper conduct at any tournament, contest or event sponsored by the NJCAA or its member colleges.

Coaches shall recognize and assume responsibility for the actions of themselves and their team members. Each coach who has participants competing in the event shall be responsible for informing each member of the code.

Eligibility Rules

As a member of the NJCAA, Columbia-Greene Community College follows all current rules of the association which can be found at www.njcaa.org.