

Clubs and Organizations Handbook



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Welcome

We are grateful for your interest in creating a club/organization here on campus. Clubs and Organizations are very important to our community here at Nyack. Our staff and student body believe this community to be one of interconnectedness, hope, and love. Our hope is that through this handbook you will understand the importance of your role here on campus. Also, that your groups would abide by all guidelines and policies presented, so that you may be a transformational agent amongst friends and peers.

Student Engagement

The Student Engagement Office falls under the guiding principles of Nyack College and the Student Development office. The purpose of our department is to create an environment amongst the students and their peers where they can participate in fellowship and community. We believe that God has not called us to live in solace, but to live as one. Not only do we seek to create an environment for fellowship, but we also seek to develop leaders and bring forth their creative, innovative, and organizational skills. We are committed to engaging and empowering students in a transformational college experience that makes them accountable for their intellectual, intercultural, and interpersonal growth as we nurture world-changing citizens.

As a club or organization, you will help create such a community.

Student Engagement Mission Statement

The mission of the Nyack College Student Engagement Department is to advocate on behalf of the student body as well as engage the student body through programming that builds community, connection with the institution and equips students to change the World. The best way to achieve this desired goal is by living them out through our College's Core Values.

Academically Excellent: Students will engage in programming that supports and enhances their classroom experiences. Along with providing opportunities to explore other academic pursuits.

Intentionally Diverse: Students will encounter peers from diverse ethnicities, nationalities, socioeconomic statuses, and denominations in experiences which will give them common ground on which to share and understand each other's journeys.

Globally Engaged & Personally Transforming: Students will find opportunities to move beyond their existing comfort zones as they realize through cognitive and experiential thinking, that

globalization is quickly shrinking our world. This results in new understandings of their own personal beliefs and motivations.

Socially Relevant: Students will find programs that utilize modern technology and are adapted to meet this generation of students. While providing opportunities that are comparable to what students are expecting from a college experience in the 21st Century.

Clubs and Organizations Mission

The mission of our clubs and organizations is to create a culture on campus that helps cultivate gifting and leadership skills, as well as provide students with a purpose-oriented activity that they may use for enjoyment as well as growth.

At the beginning of each year there is an event hosted by Student Engagement which promotes the ways in which students can get involved on Campus. Each group/club displays their information at this event so all are made aware of what is available to them on campus. The list of these clubs and organizations changes on a yearly basis. The date will always be announced within the first 2 weeks of the semester.

New Clubs/Organizations

A club or an organization's purpose must be consistent with Nyack's mission, whether it be on a spiritual, moral, intellectual, cultural, social, athletic, or recreational level. All requests for establishment of new clubs are reviewed semi-annually by the Student Engagement Office. If any club is to request a start after our presentational event in the beginning of the semester, they will need to wait until the following semester or school year to begin. Students interested in establishing a new student club may contact the Student Engagement Office for information on the annual application process.

Club Registration

Recognized student groups must be registered annually to receive official Nyack College recognition. Without said recognition they will be unable to have Student Activities assist or sponsor their events, have use of Nyack College facilities, as well as be eligible to raise funds. Registration applications will be made available by the Student Engagement Office in the beginning of each semester. Recognition can be denied by the Coordinator of Student Engagement for failure to register or for violations of Student Engagement Policies.

A mission statement, hierarchical job listing, and ways in which the clubs will function must be submitted all in one document for clubs to be fully registered specifically for new ones.

Requirements, Policies, and Regulations

All Clubs and organizations must abide by Nyack College Student Handbook policies. Failure to comply with these standards will result in severe consequences such as but not opt to club termination. The student organization, through its president, will receive written notification of the alleged violations, will be provided the opportunity to present information, and if appropriate, witnesses, in responding to the alleged violations, and will have the opportunity to meet with the Coordinator of Student Engagement for Programming or with the panel convened by the Coordinator.

Requirements

1. Structured Leadership
There must be some organizational structure in place. (Pres., VP, Treasurer, etc.)
2. Consistent Membership
There must be an attendance of at least 8 members or more.
3. Advisement
Advisors are required for all clubs and organizations. Someone on Staff (not a current undergraduate student) must hold this position.
4. Weekly meetings with club/organization
5. Budgets
Clubs/ Organizations are NOT to create their own bank accounts. All funding will be managed by our Student Engagement and Business department.

Each club is responsible for raising their own funds and submitting that money to the Student Engagement Department, who will then submit the funds to the business department.

Club/organization leaders will be given a monthly budget report.
6. At Least one major event
There must be at least one major event throughout each semester for each club or organization.
7. Campus wide Participation

Involvement on campus is a requirement. Seeking to attend events, going to games, and even attending the Scholar Symposium all fall along the line of ways clubs can show up.

8. Community Service

Clubs and Organizations must get involved in some sort of community service work or event at least once a year.

Advisement

All clubs and organizations are required to have an advisor. This person must be staff here at Nyack but cannot be an undergraduate student. They will be meeting with the club/organization at the minimum rate of a monthly basis. They can schedule more frequent meetings if deemed necessary. Advisors are to be alerted of any mishaps within the club or organization and must report this to the Coordinator of Student Engagement. Their role is to keep watch over the group's budget, decisions, and help formulate big events as well as a community service event.

Community Service

Clubs are required to participate in some form of community service. Each must reach a minimum of 8 hours of service OFF campus through an organization, charity, or nonprofit organization. The place must be approved by the advisor, and the Coordinator of Student Engagement. A form must be submitted upon completion.

Club Registration Form

Name:

Date:

Club/Organization Name:

Provisional/Returning

Names of Members:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Day, Time and Location of Meetings (if Known):

Major Event Ideas:

(Please list any major events put on by the organization during this past academic year.)

Executive Board Information**President**

- President Full Name *
- President Email *
- President Class Year *
- President ID#

Vice President

- Vice President Full Name *
- Vice President Email *
- Vice President Class Year *
- Vice President ID#

Secretary

- Secretary Full Name *
- Secretary Email *
- Secretary Class Year *
- Secretary ID#

Treasurer

- Treasurer Full Name *
- Treasurer Email *
- Treasurer Class Year *
- Treasurer ID#

Faculty/Staff Advisor Information

- The faculty/staff advisor must agree to maintain regular contact with this organization, be accessible to members and provide whatever counsel the group seeks. They should be aware that, although not mandatory at meetings, their presence provides not only a great resource, but it also encourages students to take more responsibility in their assigned roles within the club.
- Advisor Name *
- Advisor Email *
- Advisor Office *
- Add another advisor

Student Signature:

Date:

Organization Representative Signature:

Date:

Community Service Completion Form

To be used to receive credit from community service organizations/clubs/teams. Please fill out one form per each organization/club/team that received your community service.

Date: _____

Club Name: _____

Name of Organization/Agency: _____

Name of Advisor: _____

Address of Organization/Agency: _____

Phone Number of Organization/Agency: _____

Email of Organization/Agency Contact: _____

Brief Description of community service performed:

Number of Hours performed: _____

Signature of Advisor _____

*****For PVHS Use Only:**

Director Approved: _____ **Date:** _____