



Student Organization Handbook Northwestern Addendum

Table of Contents

Page 3	<ul style="list-style-type: none">• Introduction• Roles & Responsibilities of Student Activities• Club Grievances
Page 4	<ul style="list-style-type: none">• Club Misconduct• Club Membership• Student Activity Funded Equipment
Page 5	<ul style="list-style-type: none">• Equipment Use• Facilities & Events<ul style="list-style-type: none">○ Room Requests
Page 6	<ul style="list-style-type: none">• Contracts & Obligor Funds• Advertising: Publicity Methods & Procedures• Off Campus Events
Page 7	<ul style="list-style-type: none">• Movies• Student Activity Fund Financial Guidelines<ul style="list-style-type: none">○ Summer Events○ Budget Allocation, Requesting Funding○ Club Budget Request Form○ Authorization to Release/Spend Funds
Pages 8 -11	– SAF Financial Guidelines Continued <ul style="list-style-type: none">○ Unused Student Activity Funds & Inactivity○ Officer Responsibilities for Funds○ Unrecognized Clubs and Funds:○ Spending Fundraised Funds:○ Electronic Signatures State Tax Exemption○ Purchasing Regulations & Payments○ Club Financial Request Form Uses○ Deposit Information

INTRODUCTION

This resource handbook has been produced by the staff of the Student Activities Office to define the operational procedures for CT State Northwestern student clubs and organizations. Please feel free to direct any questions or comments concerning the information contained in this handbook to the Student Activities Office located in room GW110, or call 860-738-6344.

All student leaders & advisors participating in a club are responsible for being familiar with the information contained in the CT State Student Organization Handbook and this Addendum and are expected to comply with all rules and regulations. This document is a supplement to the CT State Student Organization Handbook as well as the Northwestern Campus Student Senate Constitution and By-Laws and is enforceable pursuant to State of Connecticut and College established policies.

Failure to comply may result in your clubs' funds being frozen, or your club being put on suspension or dissolved.

ROLES AND RESPONSIBILITIES-

Student Activities Office

Student Activities Office administers the co-curricular program and offers a variety of services that may include leadership workshops, event planning assistance, interpretation of state regulations, monitoring the Student Activity Fee (SAF) fund, schedules event, monitors the multipurpose room in Greenwoods Hall and provides general information about events and activities on campus. Questions regarding this guidebook or anything related to clubs & activities, please contact the Student Activities Director

Andrew Wetmore

Director of Student Activities

Office: 860-738-6344 Email: andrew.wetmore@ctstate.edu

Jackie Kuns

Educational Assistant

Office: 860-738-6343 Email: jacqueline.kuns@ctstate.edu

Location: Greenwoods Hall Room 110: Monday through Friday, 8:30 AM – 4:30 PM.

Grievances

Grievances can be lodged with the Student Senate by any club or club member if they believe they were not treated fairly regarding their constitution or disbursement of funds. The Director of Student Activities and the Student Senate Judiciary Committee will investigate the grievance and submit a report to the Office of the Dean of Student Affairs or their designee within 14 working days from the date of filing. The Director of Student Activities will then submit recommendations based on all parties reviewing the grievance(s) input to the Student Senate within 14 working days of receipt. An appeal may be made directly to the Office of the Associate Dean of Student Development or their designee.

Club Misconduct

The Director of Student Activities will send an initial written warning to the club advisor if a club violates any Student Senate, College or State policies pertaining to the use of SAF funds or club actions in general. Particularly if a club fails to regularly submit minutes, a current officers list, any constitutional changes, has any ineligible officers, or has been inactive for four semesters. If corrective measures are not made, further action will be taken in the following order:

- The Student Senate President or Secretary will send a second written statement of violation to the club president, club advisor and the Director of Student Activities.
- The club's account will be frozen. The Student Senate Judiciary Committee will further investigate the matter within 15 days. Recommendations written by the Judiciary Committee will be made to the Student Senate and action will be considered at the next regularly scheduled Student Senate Meeting.
- If found in violation, the club's recognition can be revoked and/or privileges may be denied.
- Students in the course of their duties as club officers or members must abide by the CSCU Student Code of Conduct. Violations of the Student Code of Conduct will be reported to the Campus Dean.

Club Membership: Northwestern Student Senate recognized and funded clubs must be open to all enrolled students unless specified or required by the club's membership in a national, regional, or professional association that may have membership requirements.

Alumni: Alumni, while encouraged to partake in club activities, are not voting members and enrolled students get first right of refusal to participate in any events, activities, or trips that the club may hold before an alumnus. The club advisor, at their discretion, may remove any alumni from participating in activities.

***Club Officers must have CT State Northwestern as their home campus.**

Student Activity Fund Equipment

Equipment and supplies purchased from SAF become the property of the Student Activities Office and shall be used for official business only. All equipment must be tagged in accordance with State Comptroller regulations. Equipment should not be transferred to another office or discarded without completing a move ticket. A copy shall be submitted to the FAS Office Accountant and the Director of Student Activities. Equipment and supplies highly susceptible to theft should be under lock and key and frequently checked. Always immediately report, in writing, lost or stolen items to the Director of Student Activities or Associate Dean of Student Development.

*Equipment must be requested as part of the Event Registration and Approval process and must be signed out and returned.

Equipment Use

- Requests for audio-visual equipment, special room set-up and maintenance services for any event should be made at the time of the room request.
- Other than special arrangements agreed to in advance and general maintenance, the sponsoring club assumes full responsibility for coordinating all equipment and special needs.
- Sponsor is responsible for set-up, clean-up, and returning the space to original layout.
- Use of Student Activity Equipment must be approved by the Director of Student Activities.
- Equipment borrowed must be returned within 1 business day of the event, unless other arrangements agreed upon with the Student Activities Office.

Facilities & Events –

• Before you host an event, you must complete the **Event Registration Form***** with Student Activities. This form notifies student activities that your club is looking to host an event and will be requesting space, travel authorization, and possibly expenditures. If you require money, this form should be turned in the appropriate budgetary forms. This form must be completed for any event your club hosts outside of its regular club meetings. Examples: Guest Speakers, Trips, Fundraisers, etc.

Once your club's event has been approved and any funds needed have been allocated, your club's advisor (or you may ask student activities) can help you book the space. A club cannot make a room request before any required funds/expenses have been approved by the Student Senate (if necessary) or from the Student Activities Office.

The Event Registration Form must be signed by a club officer AND at least one of the club's advisors before being submitted to Student Activities.

***** Coming Soon for Fall 2025. In the meantime, please email student activities with the information along with the required Club Budget Request Form.**

Room Requests: A Request for Room or Facility Use form must be completed by your advisor and turned into the faculty secretary as soon as possible. Requests can also be sent to the Director of Student Activities if the Advisor is unable to do so. This does not guarantee space availability.

- It is the club's responsibility to accurately complete all the information on the required forms and to submit paperwork signed to the appropriate office. Failure to do so may result in your event being cancelled.
- The scheduler will notify the requestor if space is approved or available.

- The club is responsible for setting up and breaking down after each event. The facilities and maintenance staff will unlock your space, bring over requested tables & chairs but it is the club's responsibility to set up and arrange the room as they wish and return it to its original set up.

Off Campus Events: Off Campus Events require an activity waiver for any participants. The Student Activities Office may also determine if any on-campus activities require a waiver and will notify the club advisor. It is up to the club officers to ensure that the club members participating in the activity sign the required waivers before participating. A travel authorization may also be necessary to be completed by your advisor. See Travel under the Student Organization Handbook.

Contracts & Obligating Funds

- The College President, or their designee are the only individuals authorized to sign contracts. Provide all the information to the Office of Student Activities and the office will process from there.
- Students and advisors are **not** authorized to commit the college or their club to any commitment (financial or not) without prior club authorization (as noted in club minutes and through the Club Account Request Form) and clearance by the Director of Student Activities (or the Dean of Administration where necessary). All contractual arrangements for travel, entertainment, professional services, catering, facilities-use, merchants/vendors' services, and any other binding riders or agreements must be made using a state contract or SAF Purchase Order (available in Student Activities Office to authorized officers only). Be sure to include the service provider's social security number or federal tax ID number to process payment. A Vendor's Quote must also be attached to the W9 form.

Advertising: Publicity Methods & Procedures

- If funded using Student Activity Fee money (funds provided to your club by the Student Senate), no event should be advertised until the club budget is authorized and stamped by the Director of Student Activities. Failure to do so will result in your posting being removed and risk your event being cancelled.
- Multiple postings in the same area are strongly discouraged. Space on bulletin boards is limited. Clubs are responsible for posting and removing their advertising immediately after the event, and only place flyers in areas where permission is granted. Seek the opinion of the Dean of Administration and/or the Director of Student Activities if you require help. A printout of the bulletin boards is available both online and the Student Activities Office.
- Advertisement is not allowed in bathrooms, on cars, on windows or on painted walls.
- Flyers can be placed on designated bulletin boards only. See campus posting policy.
- Requests for the posting of "approved" student events on the College's web site must be made

via e-mail to the Director of Student Activities or by the Club Advisor.

- Press releases must be reviewed by the Campus Administration. The Director of Student Activities will help you with that request.

- **Digital Signage** - For the TVs inside the buildings, contact Andrew Wetmore, andrew.wetmore@ctstate.edu.

Movies

There are specific regulations regarding the distribution rights surrounding showing motion pictures on campus, outside of the traditional classroom curriculum and course settings. Clubs and Student Organizations MUST obtain the funding and have the Student Activities Office Secure the rights to show the film. For more information contact the Student Activities office or you can also visit: <https://www.swank.com/k-12-schools/copyright/>

STUDENT ACTIVITY FUND FINANCIAL GUIDELINES

Pursuant to the terms of section 4-52 through 4-58 of the Connecticut General Statutes, the College's annual Student Activity Fee rates are \$20 for full-time students and \$10 for part-time students per academic year. The Student Activity Fee supports most co-curricular activities held during fall and spring semesters only. Clubs cannot collect membership dues from their students unless the fees are for a national chapter. Important: Since this fee is collected from CT State Northwestern students, it must be used to support only those co-curricular activities that benefit CT State Northwestern students.

Summer events: No club events will be held following commencement in the spring semester or before the start of the fall semester without written prior approval of the Director of Student Activities and/or the Associate Dean of Student Development. Requests must be made in writing no later than the Date of Commencement for any events to follow up until the first day of classes in the fall semester. Program specific organizations whose programs that run regularly outside the traditional Fall/Spring semester schedule (Example: Student Nurses Association), are exempt from this section.

Budget Allocation, Requesting Funding

- Beginning at the first day of classes of the fall semester clubs may submit their new budget requests to the Student Activities Office, the Student Senate President, or Student Senate Treasurer. Clubs should use a Club Budget Request Form to ask for funds from the Student Senate that may be requested and used throughout the academic year. Requests will not be accepted by the Student Senate two business days prior to the last Regular Student Senate Meeting of the Spring Semester.

- Funding requests must be made in writing by submitting a **Club Budget Request Form. USE THIS FORM TO REQUEST FUNDING**

Authorization to Release/Spend Funds: The Director of Student Activities and the Student

Senate Treasurer are required per the business office and the State Comptroller Guidelines to authorize any funds moved in or out of a club account, thusly requiring documentation that reflects the student club/organization's request. **For Club Expenditures, the Club Treasurer must sign the paper first.** It is therefore required that the Club Account Financial Request form be completed and signed by the designated club officer before any release of funds or purchases can be made.

• **Unused Student Activity Funds** from the fall semester will be reallocated to the Student Senate. This will take place on the last day of February. Unused Student Activity Funds in the spring semester must roll back over into the Student Senate's Unallocated Account. It is advised that if you are going to hold a fall event by the last day of February that you include it on your request for the fall budget. The fall funds will NOT be held over into the spring and must be allocated again.

Inactivity: The funds of any club that has been inactive for two consecutive years (four semesters) will automatically, without notice, be transferred to the Student Senate Account.

Officer Responsibility: Each club president, advisor and treasurer is responsible for compliance with Student Senate, CT State Northwestern & State financial procedures and regulations. Responsibilities include maintaining accurate financial records, completing funding requests in a timely manner, making and recording deposits, and completing Club Account Financial Request Forms. In the absence of the treasurer, the club president is responsible for carrying out said duties. The club president, treasurer and advisor are ultimately responsible for the ethical handling of all club funds.

Unrecognized Clubs and Funds: No recognized club or its advisor may encumber or obligate the College without substantiating minutes and appropriate authorization by the Student Activities Office. All goods or services must be delivered by the end of the spring semester.

Spending Fundraised Funds: Fundraised funds may be spent by the club in the way they deem fit. The club must complete the Club Account Financial Request Form and submit the form with the corresponding club minutes that indicate the desire to use their funds outside of their SAF budget request.

• Should a club fails to use or to purchase goods or services and wish to use the funds for something else, the club must vote to reallocate those the funds during the next meeting and submit the new request and minutes to the student senate for reconsideration (unless using the clubs fundraised funds, then no student senate vote is required).

• A copy of the club minutes or notice from a clubs officer must reflect this change and include an explanation and be submitted to the Director of Student Activities. If a club chooses to change the initial use of funds allocated to them by the student senate, the student senate must then approve the use of the reallocated funds before they can be

spent. The club should provide a brief statement along with the minutes reflecting the requested change. The Senate will take up the matter at their next regular meeting.

- Unspent funds that have been allocated to a club from the Student Senate will be automatically reallocated back to the Student Activity Fund at the end of the Spring Semester.

Electronic Signatures Electronic signatures will be accepted for Financial Request Forms from the Club' Treasurer or President's Student College Email Address and Minutes from the designated minute taker for the club's Student College Email Address.

State Tax Exemption

Pursuant to the General Statutes of Connecticut, sales of tangible personal property or services to the State of Connecticut or any of the political subdivisions thereof, or their respective agencies are tax exempt. For information on special taxes from which the college is not exempt, contact the Business Office. A tax-exempt form for club purchases can be obtained from the Student Activities Office.

Purchasing Regulations & Payments

Purchases should be made at the best prices obtainable but never at the expense of the purchasing process. Before making a purchase, the club officer should contact the business office or the Director of Student Activities and obtain information about special rates available on State contracts. Competitive bids should be obtained for major purchases. Approval of the Department of Administrative Services - Procurement Services - will be required for major purchases, such as motor vehicles and computer equipment.

The Director of Student Activities will work with the club officers and advisors to determine the best manner to purchase your items, and the following procedures are to be adhered to when purchasing items for the club:

- To spend funds from your club fundraised account or those funds allocated to you from the Student Senate, the **Club Financial Request Form (USE THIS FORM TO SPEND YOUR MONEY, See next section)** is required for expenditures requested to use from their semester budget (Student Activity Fund request) that was approved and adopted by the Student Senate or fundraised funds in the club account. Requests should be made at least 2 weeks before the club requires products/services. If no prior minutes are on file for the request, they must be attached to the request form when turned in.
- Each club is to elect a treasurer to handle its financial transactions. Expenditures should be made within the available budget detailed in the club allocation that was approved by the Student Senate or approved by the club with fundraised funds and reflected in the club's minutes. The treasurer will be responsible for keeping accurate and up-to-date records to prevent overspending. The president can also handle these matters in the absence of the Treasurer.
- A Club Account Financial Request Form initiates the purchasing process and requires the

appropriate signatures before **any** purchases can be made. The signatures required are the designated club officer (Treasurer or President), the Director of Student Activities and the treasurer of the student senate. Attach minutes of the meeting authorizing the purchase and an invoice indicating the amount of the expenditure.

- If a Purchase Order was required- to execute the payments, the officer of the club will acknowledge the receipt of the goods or services and have prepared a Club Account Financial Request Form two weeks prior to the required need of the arrival of the goods purchased (see below for details).
- All payments for goods and services are to be substantiated by original vendor's invoices or by itemized receipts from individuals. In cases where such supporting documentation is not available, a written statement containing pertinent data is to be prepared by the officer of the club to support the payment voucher. It takes at least fourteen business days to receive a check.
- Individuals will NOT be reimbursed for taxes paid (sales tax).
- The signed Club Allocation Financial Request Form with the supporting document attached will be submitted completely and with the required signatures noted above before a Purchase Order can be requested or any payments can be made.
- The Campus President must approve all that require a contract for professional service. In the event there is no official of the student club available from whom authorization may be obtained, the Chief Fiscal Officer of the parent educational institution will have the authority to liquidate any fully substantiated obligation from the resources of the student club.

Club Allocation Financial Request Forms –
Forms are located in the Student Activities Office or a fillable PDF can be provided electronically. This form is still required to be filled out and sent to the office from your treasurer's school email account. No exceptions.

All clubs are required to use Club Allocation Financial Request Forms when paying for approved goods, services or transportation.

Use the following as a guideline:

- This form must be completed before ANY transactions can occur for a club account.
- All original receipts and invoices must be turned into the Student Activities Office to be attached to the completed Club Allocation Financial Request Form.
- All vendors must have a W9 form on file (Needed to obtain a Purchase Order: Payments to vendors by a check).
- The Club Allocation Financial Request Form is to include all vendors or individuals receiving

payment and must be signed by the club president or treasurer, Student Senate Treasurer, and the Director of Student Activities. This includes reimbursement.

- Students receiving reimbursement are not allowed to sign the Club Allocation Financial Request Form seeking their own reimbursement. An alternative club officer should execute the document.
- A receipt must be turned in after the purchase to receive reimbursement. ***For employees, please turn in a completed employee reimbursement form with the receipt.
- Absolutely no checks or payment will be made for unauthorized requests or requests that are in violation of the Student Senate, State or College policies governing the use of SAF funds.

Deposit Information

- Club Allocation Financial Request Forms are available in the Student Activities Office, these are to be used for all club financial transactions, including deposit.
- All club members, officers, volunteers of student run groups, or people handling cash must make deposits of cash with the Student Activities Office.
- Please make sure that the name of the club is on the Club Allocation Financial Request Form as well as a description of the deposit.