

OFFICE OF STUDENT LIFE

Student Club Manual 2024 2025



getinvolved.bergen.edu

Table of Contents

Student Club Requirements	4
Club Membership Requirements	4
Club Advisor's Role	4
Club Executive Board Roles	5
Club Elections	5
Club Membership Responsibilities	6
How to Start a New Club	6
Club Registration	6
Club Requirements to Stay Active	6
Club Meetings	7
Club Recruiting	7
How to Join a Club	7
Club Events & Trips (on & off campus)	7/8
Bergen Community College Van Use	8
Club Fundraisers	9
Club Event Promotion	9
Event Funding Guidelines	10
Student Leadership Commons	11
Additional Policies: Dry Campus, Gambling, Movie Licensing, Social Media, Solicitation, Ticket Sales	11
Student Conduct and Clubs	12

The Office of Student Life (OSL) Contact Information:

Office: L-123

Phone: (201) 447-7215

Email: studentlife@bergen.edu

The Office of Student Life Staff:

Greg Fenkart

Director of Student Life &
Development
gfenkart@bergen.edu

Jenny Gamez

Student Life Coordinator, Student
Conduct & Development
jgamez@bergen.edu

Jared Farra

Student Life Coordinator, Student
Leadership & Technology
jfarra1@bergen.edu

Nicole Babington

Student Life Coordinator, Student
Organizations & Events
nbabington@bergen.edu

Joli Nelson

Office Coordinator
jnelson@bergen.edu

Our Mission and Purpose

As the center of campus community life, the Office of Student Life is dedicated to enhancing students' collegiate experience through a comprehensive campus life program. As an integral part of Bergen Community College, we strive to complement the college's educational mission through student-centered programs and services. Students are challenged to create and take responsibility for their campus community.

The creation of community is fostered through direct advisement and oversight of clubs and organizations, leadership development opportunities, and the expansion of learning outside of the classroom by offering social and cultural programs that give a new dimension to education. The Office of Student Life values participatory decision-making, self-directed activity, and the open exchange of ideas. Through service to the campus community in volunteerism, programming, and student employment opportunities, we foster interactive developmental experiences in leadership and social responsibility. The office motivates and empowers students to succeed today and become active global citizens beyond the collegiate experience.

Students are encouraged to enrich their personal development and college experience through participation in various activities including Student Government, leadership programs, student publications, athletics and a rich array of registered clubs and organizations. Many active groups on campus appeal to a variety of student interests including social, cultural, religious, and academic that offer opportunities for service and campus engagement.

Student Club Requirements

All clubs and organizations must be vetted and approved by the Office of Student Life.

The Office of Student Life will approve a club if:

- It is open to all Bergen Community College students regardless of gender, race, religion, national origin, disability, or academic major.
- It is unique and not similar to an existing club.
- There is ample evidence that it has a meaningful place in the campus lives of our students.
- It has a faculty advisor.
- It has 10 interested (new clubs) or 10 active (existing clubs) members.

- It has accepted the Club Constitution provided by the OSL and has provided a mission statement and 3 goals for the club.
- It has provided the OSL with the current membership roster including officers. President, VP, and Secretary are required.
- It is in alignment with the College's mission.

The Office of Student Life will NOT approve a club if:

- It is associated with any outside organization that has not been pre-approved by the OSL. This includes chapter organizations.
- It requires a membership fee.
- It does not meet all of the above requirements.

Membership Requirements

All club officers must be enrolled in at least 6 credits to remain on the executive board, meet a 2.0 GPA, and be free of any conduct issues on file. A student can only be President of 1 club at a time but can be on the executive board of another.

All club members must be currently enrolled at Bergen Community College, remain in "good academic standing" and be free of any conduct issues on file.

Advisor's Role

- To ensure that the club experience is meaningful to students by taking an active interest.
- Be knowledgeable in the subject/topic of the club.
- To help develop and implement goals and objectives for the club.
- To provide guidelines for club governance.
- To promote the interests of the club.
- To attend club meetings whenever possible.

- To assist in the planning of programs while offering realistic alternatives based on available resources.
- To provide guidance that encourages programming reflective of the club's goals and Bergen Community College in general.
- To stay informed on all plans and activities of the club through frequent contact with the officers.
- To assist students in developing realistic budget requests for programs
- To be available to chaperone and oversee all club events (including evenings and off-campus).
- To retain records and ensure continuity from semester to semester for a smooth transition.
- To serve as a consistent point of contact for the Office of Student Life, as student contacts often turn over frequently.

**Please remember that Advisors serve in a consulting/supporting role. Our clubs, and decisions regarding the club, must be student-driven.*

Club Executive Board Roles

An executive board should be made up of:

- **President** - typically presides over meetings, acts as a spokesperson for the group, calls meetings, and acts as the overall official for the club.
- **Vice President** - usually heads special committees and acts in the place of the President in their absence.
- **Secretary** - keeps records of the meetings and formal business, as well as submitting all necessary forms with the OSL.

- **Treasurer** (optional) - keeps financial records of the club as well as making funding requests to the OSL.

Other positions can serve on an executive board such as Public Relations, Social Media or Event Coordinator. President, VP, and Secretary are required.

Additional Shared Officer Roles

- Maintain all the club's funds in the Bergen Community College club account; no outside bank accounts are permitted.
- Accept responsibility for all program planning functions including the supervision of events and club activities.
- Determine the best meeting time to suit the needs of the majority of members.
- Hold meetings professionally while being considerate of others.
- Develop honest and open lines of communication with the Club Advisor and the OSL by keeping them "in the loop."
- Submit all required registration and event proposal forms through Campus Groups. (<https://getinvolved.bergen.edu>)
- Follow up with membership and Advisor to ensure they have accepted their positions in Campus Groups.
- Handle day-to-day club operations.

Elections

Executive board members of existing clubs will be voted into their positions. Each officer shall serve for one academic year, and may be re-elected.

- Officers must be elected by active club members only.
- The election of officers will be by majority vote of a group consisting of at least 2/3 of the active members.
- Elections must be held either at the end of the Spring semester with the elected officers serving the next academic year; OR at the beginning of the Fall semester with the elected officers serving that academic year.

- Students must anticipate being a registered student for the full academic year (Fall & Spring) to be eligible for an officer position.
- Voting must be monitored and approved by the Club Advisor.
- An emergency election may be held in the event an executive board member vacates a position.

New clubs are not required to hold elections the semester they form. They can elect new officers the following semester if needed, then will continue with the procedures mentioned above.

Club Membership Requirements

All club members will:

- Follow all Bergen Community College policies and procedures, as well as local, state, and federal laws.
- Comply with the Student Code of Conduct at all times, on or off campus.
- Be respectful of other club member's time, expectations, and opinions.
- Comply with the Core Values of Student Conduct at Bergen Community College:
 - Integrity
 - Equity
 - Respect
 - Community
 - Responsibility

How to Start a New Club

1. Confirm with the OSL that the club meets the first 3 requirements (pg.4)
2. Attain an advisor and 10 interested students.
3. Compose a mission statement and club goals.
4. Schedule a meeting with an OSL Coordinator and the potential Advisor.
5. Promote the club through tabling, club interest meeting, etc.
6. Establish an executive board (President, VP, Secretary).
7. Register the club on Campus Groups.

Club Registration

Club registration and re-registration forms are available on Campus Groups at **getinvolved.bergen.edu** and must be submitted at the beginning of each academic year. Clubs will be approved when all the members and advisors have accepted their positions in the club on Campus Groups. All will receive an email requesting them to do so. If officers or advisors change during that academic year, the information must be updated in

Campus Groups. There will be an opportunity to re-register the club at the beginning of each Spring semester to make any necessary updates to the club's mission, goals, or membership.

Club Registration deadline is October 15

Club Re-Registration deadline is February 15

*These **deadlines** also apply to **new club** requests.

Requirements to Remain Active

A club will remain active and have access to funding only if:

- It observes college rules and regulations.
- It maintains an active membership (at least 10 members).
- A representative attends the club training each semester.
- It has an advisor.
- It has a current roster on file.
- It doesn't use the college name to own, rent, borrow, or in any way permanently or temporarily acquire off-campus facilities for meetings,

housing, social events, or other causes. In certain cases, special events may be conducted off-campus with prior approval from the OSL.

- It does not purchase any items in the name of the College.

In addition to remaining in good standing, each club is required to:

- Host at least one general meeting per month.
- Host at least one college-wide event per semester.

Club Meetings

Once the club meeting time is established by the executive board to suit the needs of the majority of its members, the club should:

- Contact Nicole Babington to reserve club meeting space for the semester. A request needs to be submitted each semester.
- Ask for a specific room if you have a preference.
- Create a flyer, after receiving room confirmation, using the required templates.
- Send the flyer to Joli Nelson, so we may post it in the Student Leadership Commons and keep it on file.

Remember that clubs are required to meet at least once per month to remain active. Clubs cannot meet if the club registration form has not been submitted and approved by the specified deadline. Club meeting times will be posted on Campus Groups, in the OSL L-123 and the Student Leadership Commons, L-127.

Club Recruiting

There will be 2 Club Days at the beginning of each semester for club recruiting purposes. Information will go out to the most current club contact on file beforehand. These days are a great opportunity for new and existing clubs to recruit new members. New or re-activated clubs will be permitted to set up a recruiting table once during the semester outside of

Club Days. These can be scheduled with the OSL. Current clubs will also get various opportunities to showcase their club at different events throughout the semester. Information regarding these events will be sent out via email to the most current club contact on file.

How to Join a Club

There are a variety of ways students can join a club:

- **Log into Campus Groups** and click on "Join a Group" to see the available clubs to join.
- **Sign up at Club Day.** It's very important to follow up with the students who show interest at Club Day! Be sure to contact them once your club starts meeting.

- **Just attend a meeting.** Be welcoming to anyone who stops by your meeting. This student could become a valuable member of your club!

Club Events & Trips

Event proposal forms for both on and off-campus events can be submitted on Campus Groups by a **club officer** through the club's page, therefore the club must be registered to access the form. A form is needed for all off-campus events/trips and for on-campus events that require:

- Space other than the current meeting room.
- Media such as sound systems or PowerPoint set up.
- Food or beverages (not meeting food).
- Set-up other than what the space offers such as tables, stage, etc.
- Funding from the OSL.

Form must be submitted **minimum 3 weeks** in advance, and keep in mind that some events require much more time to plan. Once the event details are finalized, it will be approved by the OSL. The Club Advisor and officer will be notified by email. **Club event deadlines** will be communicated to the officers each semester.

Club Event Hours

The College officially closes at 10:00 p.m. When use of campus facilities is needed beyond this time, approval must be obtained from a cabinet officer.

Requests should be made in writing to the Office of Public Safety. On-campus club events are NOT permitted on weekends, holidays or during breaks.

Club Event Guidelines

On-Campus club events must:

- Have at least one advisor present.
- Abide by all college policies and regulations.
- Be in good taste and maintain proper standards of conduct.

Off-Campus club events or trips must:

- Have at least one advisor present for the duration of the event or trip.
- Abide by all college policies and regulations.
- Be in good taste and maintain proper standards of conduct.
- Submit a list of all students attending to the OSL in advance. Attendees must be current members listed on the club roster.
- Have each attendee fill out a trip waiver form in advance, so the Club Advisor has emergency contact information at hand.
- Contact the OSL and/or Public Safety if an urgent situation arises.

In addition to above, any overnight trips such as a conference must provide the OSL an event form at least **6 weeks in advance**. It should include all information about the trip such as transportation, hotel and conference info. Some trips may require additional authorization.

Please note: If club members decide to do an activity together off campus, this is not necessarily a club event. An official off-campus club event is:

- When students are representing Bergen Community College at an event or activity off-campus.
- When Bergen Community College funding is requested.
- When the event or activity is promoted on campus & on social media as a Bergen Community College club event.

Remember that an Advisor must be present at all official off-campus club events or activities.

Use of Bergen Community College Vans for Off-Campus Trips

If your club would like the use of a 12-15 passenger College van for a trip:

- Secure a Bergen Community College employee to be the driver, typically your Advisor.
- Send a written request to Nicole in the OSL, so she can coordinate availability with Athletics.
- Drivers must fill out paperwork and submit a copy of their driver's license to the Office of Public Safety for clearance.
- Return the van clean and in good working condition.

Please submit these requests well in advance since our Athletic team schedules take priority. You may need to change the date of your trip to accommodate van availability.

Club Fundraisers

There are a variety of fundraising ideas available to student organizations such as bake sales, restaurant events, and catalog or in-person sale events. Fundraising events can only be held by **registered** student clubs for the purpose of raising funds for student activities or charitable organizations. All solicitation and activities associated with the fundraiser must be directly related to and clearly supportive of the purposes and objectives of the club. All charitable organizations will be vetted by the OSL.

A Bake Sale/Fundraising form must be filled out on Campus Groups at least 3 weeks prior to the event (this includes off-campus restaurant events). Our designated bake sale/fundraising space fills up quickly, so plan accordingly.

On-campus bake sale/fundraiser guidelines:

- It will be held in an approved location during the 10:00 am – 2:00 pm time frame (or within approved exceptions).
- A club representative will pick up a tablecloth, plastic gloves (bake sales) and the cash box in the OSL just prior to the event.
- At least 2 club representatives will be present throughout the event and be responsible for set up and clean up.
- All funds will be brought to the OSL immediately following the event to be counted and deposited by a designated club member.

- Bake sales will abide by the food preparation guidelines specified on the bake sale/fundraising form.
- The College will not be held responsible for any legal action as a result of the event.

****CASH is the only acceptable payment for table fundraisers****

Venmo and Zelle are NOT cash

Checks may also be accepted in certain instances such as restaurant and catalog pre-order fundraisers. (Prior approval from the OSL needed) All checks should be made out to Bergen Community College with the club name specified in the memo. Starter checks will not be accepted, and a phone number is required.

Clubs may not collect cash and then use it to directly pay for something. This is considered a slush fund since it will not go through proper depositing procedures. Slush funds are not legal.

Remember, all raised funds must be allocated to support a club event or charity by the end of the spring semester. Club accounts are cleared out at the end of the fiscal year.

Club Event Promotion

After an event is approved by the OSL, the club can begin promoting.

Flyers - the club can design a flyer to promote an event and post it on the approved bulletin boards on campus. The OSL can print out or make 15 copies of the approved flyer and provide board locations. The required flyer template is available on Campus Groups or just email the OSL.

Campus Groups - after the event is approved, the club can go into Campus Groups and upload the flyer to promote the event on the home page.

Bergen CC app - an event can be promoted in the app through the Community feed.

Social Media - Bergen Community College does not recognize student-created social media accounts as a form of College communication. An event can be promoted on the OSL Instagram by sending the flyer to Jared Farra.

Bergen Daily - an event can be promoted in the daily Bergen Community College newsletter by putting in a request at pr.bergen.edu. If approved, the event can appear for up to a week.

Club Event Funding

Financial support is provided to clubs to build an active campus life that will have a broad appeal across the student population. Funds are distributed in a manner that assures fair, nondiscriminatory allocations that are devoid of conflict of interest.

- Club must be registered and in good standing.
- Funding can be requested through the event proposal form on Campus Groups. Be prepared to provide details on the Funding request form.
- Approval of funding will be at the discretion of the OSL up to a cumulative total of \$300 per organization for each academic year.
- Additional funding may be requested and will be considered by an allocation committee overseen by a non-voting member of the OSL and comprised of the SGA Treasurer and SGA Senators.
- Approved funds must be used for their intended purpose and cannot be transferred or saved for future programming.
- All spending requires prior approval including funds raised by the club.

Please note: Departmental functions and/or academic ceremonies (pinnings, certifications, graduations, etc.) cannot be funded through club funds.

****Since events are approved on an event-by-event basis, clubs do not have a standing budget line. There are no funds automatically "in the budget." The only funds in a club's account are funds the club has raised through fundraising****

Standard Funding Caps

- Newly formed clubs are capped at \$150 in their first semester of existence; if they remain in good standing, they will be eligible to apply for additional funding the following semester.
- Clubs can be approved to use up to \$100 per semester for meeting food, and this will apply towards the \$300 total.
- OSL may fund up to 50% of admission for off-campus trips or activities.
- Other caps may be instituted by the OSL as the need arises and will be communicated to the club officers.

Payments and Reimbursements

- Performers, speakers, vendors - 3 required documents (Standard Bergen Community College contract, W-9 form and vendor questionnaire) are required for payment that should be submitted to Jared Farra at least 2-3 weeks prior to the issue of a check. These forms will be provided to the club as needed.
- Out-of-pocket expenses MUST be approved ahead of time in order to request reimbursement. Any such expenses incurred without prior approval will not be reimbursed.
- If a student is approved to spend and requires reimbursement, the receipt needs to be submitted to Jared Farra with the student's name and ID # after the event.

Conference Funding

- Clubs must meet with the OSL to discuss details before any approvals.
- Approved funding will be for registration fees only and must be requested in advance on the Funding request form through the Campus Groups event proposal form.
- Travel, food and lodging will not be covered with club funds. For this reason, local conferences are recommended.
- Conferences can be supplemented through fundraising efforts or contributions from attendees.
- OSL may fund the cost of 1 Club Advisor and up to 10 students.
- If a club does not have any other events planned for the semester, it cannot request conference funding.

Business Donations

If a club wants to solicit any type of donation (monetary, food, supplies, services, etc.), a list of businesses must be submitted to the OSL for approval. All requests must be approved by the Bergen Community College Foundation before a club can approach any business.

Student Leadership Commons L-127

The SLC is a supervised area for clubs to use for various activities. Requests may be submitted for recurring meetings such as executive board meetings or general club meetings. This is a community space, so students must:

- Adhere to Bergen Community College's Student Code of Conduct.

- Be courteous towards others and respectful of all property in this space.
- Sign in and out and comply with staff instructions and/or requests.
- Clean up trash and personal items. The OSL is not responsible for any lost or stolen items.

Additional Policies

Dry Campus - Bergen Community College is a dry campus and alcoholic beverages of any kind are prohibited at club events.

Gambling - All forms of gambling are prohibited on the Bergen Community College campus and during all college-connected activities. Games of chance (50/50, bingo, raffles, tricky trays) are lawful activities in NJ only when the sponsoring organization is registered with the state and licensed in the town the event takes place. At this time, Bergen Community College clubs and organizations are **ineligible** to hold games of chance. Offenders are subject to disciplinary action that may result in suspension or dismissal.

Movie licensing - A club or organization needs a license to host a public performance of a film, and this includes during club meetings. There is currently no blanket movie license available for college campuses, so a license needs to be purchased for each individual viewing. Clubs wishing to show a film can contact the OSL for a quote. Fundraising can be used to cover the cost of the license.

The Face to Face teaching exemption only applies if:

- The showing takes place in the classroom with the instructor present.
- Only students enrolled in the class are viewing the film.
- The copy of the film used is a lawful copy.
- The film is integral to the subject of study, not for purely entertainment purposes.

Please note: Copyright laws also apply to streaming subscriptions such as Netflix, downloaded films, rentals and owned copies of films.

Social Media - Bergen Community College does not recognize social media accounts created by clubs as a form of proper College communication. Discord, Instagram, etc. accounts created by students are not monitored by the College.

Solicitation - There is no solicitation of commercial items or handouts on campus, including the outside areas. If a club wants to hand out event flyers to students, a table request can be made to the OSL.

Tickets for Student Life sponsored off-campus events:

- Students who pay the general fee as part of their tuition will be eligible for discounted student prices to off-campus trips and events.
- These students will have priority the first two weeks that tickets go on sale for each event. Each student may purchase one additional guest ticket at the discounted rate.
- After the priority sale period, the events will open to staff/faculty and others at a non-discounted rate. Non-general-fee paying community members may purchase a maximum of two tickets.
- A waiting list for additional tickets will exist in the event of a sell-out.

Please note: The general fee is non-refundable and paid each semester or session on a per credit basis. Only students who are enrolled in credit-bearing courses (full-time & part-time) are eligible for the discounted rate. To determine your eligibility, check out your Bergen Community College tuition statement.

Student Conduct and Clubs

Bergen Community College students are expected to uphold and abide by the standards of conduct that form the basis of the Student Code of Conduct (the "Code").

These standards are embodied within a set of five (5) core values:

1. **Integrity:** Bergen Community College students exemplify honesty, honor, and a respect for the truth in all of their dealings.
2. **Equity:** Bergen Community College students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
3. **Respect:** Bergen Community College students exhibit positive regard for each other, for property, and for the community.

4. **Community:** Bergen Community College students build and enhance their community.

5. **Responsibility:** Bergen Community College students are given and accept a high level of responsibility to self, to others and to the community.

Bergen Community College students bear responsibility for their conduct. When students fail to exemplify the five (5) core values by engaging in any violation of the standards, proceedings will take place as outlined in the Student Code of Conduct. Based on the outcome of the proceedings, the College reserves the right to engage in corrective and/or disciplinary action as outlined in the Code.

Student Organization Violations

When members of groups, individuals acting collusively, or members of an organization act in concert in violation of any policy, they may be held accountable as a group, and an investigation may proceed with the group as joint Respondents. In any such action, however, determinations will be made with respect to the involvement of each individual Respondent. Code violations may be charged as

collateral misconduct in other College proceedings, and in such cases, those proceedings share Student Code of Conduct authority, and those procedures will be used in lieu of the procedures described herein.

The complete Student Code of Conduct can be found at bergen.edu/studentconduct.

