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Final Exams Week Programming: A Message from College President Dr. John Ettling:

As you know students, faculty and staff are stretched to the fullest during finals week of each semester as they prepare for exams, graduation and various other scheduled activities. To reduce the enormous stress and work during this week, the President's Cabinet requests that only events associated with academic courses be scheduled during this week and only after the daily examination time frame.

This will allow students the opportunity to take examinations with minimal extraneous noise and traffic in the hallways. It will also reduce the number of events that campus staff have to prepare for in addition to their regular duties and commencement activities that week.

Finals week begins the Saturday before commencement and continues through the Friday prior to commencement. Events should not be scheduled until the Monday following commencement and only upon space availability.

The regularly scheduled events that take place on the Friday before commencement (Arts and Science, Education, Senior Reception, etc.) will continue as usual.

If you have questions, do not hesitate to contact Keith Tyo, 564-3930 or keith.tyo@plattsburgh.edu.

A/V Equipment

Contacts: Deb Brunner, 106 Angell College Center, 564-4844, brunnedd@plattsburgh.edu or Media Services, 116A Feinberg Library, 564-2222

Reservation Procedure: In order to reserve A/V equipment for use in the Angell College Center, you need to fill out an A/V Request Form at least 24 hours in advance (the sooner the better). The form is available in Angell College Center 106. Contact Media Services directly for A/V needs outside of the ACC.

Special Consideration: Equipment available for use in the Angell College Center Ballrooms includes a lectern and microphone, stage lights, data projector, up to two wireless lapel microphones, a handheld wireless microphone, and up to six corded microphones. The sound system in the Ballrooms is for public address only and is not recommended for vocal productions of any kind. Other equipment that may be requested for the ballrooms includes a 52” TV/VCR, flip charts, and
chalk boards. The Cardinal Lounge and Alumni Conference Room have a Smart Cart permanently installed (computer, DVD/VCR player, projector). A lectern and microphone are also installed. A 52” TV, data projector, and wireless or corded microphones, flip charts, and chalk boards are also available. The Alumni Conference Room has a lectern and microphone permanently installed, as well as a screen. A 52” TV/DVD player, 42” TV/DVD player, wireless or corded microphones, data projectors, chalk boards, and flip charts may also be requested. The Amnesty Room and Meeting Rooms 1-8 all have screens installed. A 27” TV/DVD, data projectors, and flip charts are also available for these rooms.

**Angell College Center**

Contact: Julie Collins, 106 Angell College Center, 564-4321, julie.collins@plattsburgh.edu

Reservation Procedure: Complete a Facility Reservation Form, available in 106 ACC, at least one week in advance of the event. Reservations are granted on a first come, first serve basis. Reservations may be made up to one year in advance, however, certain major campus events (Family Weekend, Homecoming, Open House) are given priority and are scheduled in advance. Groups can reserve a maximum of three hours of meeting/event time per week on a regular basis.

Appeals to exceptions to any policy related to use of the Angell College Center must be made in writing to the Director of the Angell College Center.

Special Considerations:

The Angell College Center is open Monday through Friday from 7 AM to 1 AM. The building is open on Saturday from 9 AM to 1 AM and on Sunday from 9 AM to 1 AM. There will be a charge of $15 per hour for a supervisor if the building needs to be open earlier or closed later than these hours. If ticket sales at the Angell College Center desk are required outside of regular hours, there will be a charge of $12 per hour in addition to the supervisor fee.

Rooms in the Angell College Center are not to be used for academic or credit-bearing classes.

Also, the use of candles in the Angell College Center is limited to non-carpeted areas only (Warren Ballrooms, Skylight Café, Lobbies). If candle wax is dripped on the floor or furniture, the sponsoring group will be responsible for the cost of clean up. If candles are used in an unauthorized, carpeted area, they will be held responsible for violating college policy and will also be held financially liable.

Groups are responsible for room clean up. Failure to do so may result in fines and/or loss of reservation privileges. Damages or losses to the facility will also be charged to the sponsor.
Flynt Commons is considered a student lounge area, and is not reservable space when school is in regular session. Flynt Commons also provides second floor disabled access.

**Warren Ballroom**: Can be divided in half. 250 people can be accommodated in each half of the Ballroom or 600 in the whole Ballroom.

**Cardinal Lounge**: Can accommodate 75 people. The Cardinal Lounge is generally set up with chairs in rows and several long tables at the front of the room.

**Alumni Conference Room**: Can accommodate 75 people. The Alumni Conference Room is generally set up with chairs in rows and a long board-room style table at the back of the room.

**Amnesty Room**: Can accommodate 25 people. The Amnesty Room is generally set up with chairs around a long board-room style table.

**Meeting Room 1**: Can accommodate 20 people. Meeting Room 1 is set up with chairs around a board-room style table.

**Meeting Room 8**: Can accommodate 20 people. Meeting Room 8 is set up with chairs around a board-room style table.

**Meeting Rooms 2-7**: Can accommodate 15 people. Meeting Rooms 2-7 are set up with chairs around a square table.

**Burghy’s**: Set up with comfortable tables and chairs. Seating is available for approximately 75 people and can’t be moved. There is also a small stage available for speakers or performances. This space can not be closed off entirely since there must be access to the WQKE radio station and the dining facilities within the space.

**Amitie Plaza/Angell College Center Courtyard**

Contact: Julie Collins, 106 Angell College Center, 564-4321, julie.collins@plattsburgh.edu
Reservation Procedure: Complete a Facility Reservation Form, available in 106 ACC
Special Considerations: Musical Events may only be held on Saturdays and Sundays from 11 AM to 7 PM. Exceptions to this may be weekdays when classes are not in session or for non-amplified events. No musical event may last more than four hours. Appropriateness of any request will be determined by the Director of the College Center.
**Angell College Center Lobby Tabling**

Contact: Julie Collins, 106 Angell College Center, 564-4321, julie.collins@plattsburgh.edu

Reservation Procedure: Complete a Facility Reservation Form, available in 106 ACC, at least one week prior to the event.

Appropriate Events: that which furthers the collegiate atmosphere (e.g. information on yearbooks or class rings), that which offers a community service (e.g. recruiting volunteers), recruitment efforts, that which furthers the cultural and academic development of students, fundraisers that adhere to the college’s fundraising policies

Special Considerations: Requests are limited to one table at a time and limited to a maximum of 5 days per event/exhibit/fundraiser. Tabling must not interfere with the general flow of traffic through the lobby. When audio visual equipment is used, the volume must be kept at a level that is not disruptive to others who are tabling or to the general operation of the College Center. Distribution of free items must be discussed at the time the reservation is made.

**Student Activities and Volunteerism Conference Room**

Contact: Student Activities and Volunteerism, 101 Angell College Center, 564-4830, projecthelp@plattsburgh.edu

Reservation Procedure: Speak to any staff member in the office of Student Activities and Volunteerism to check on availability

Special Considerations: This room is set up board room style with seating for up to 20 people. There is a phone jack available in this space. In general, the room may be reserved Monday through Friday from 9AM to 4PM. All reservations outside of these times will be at the discretion of the Director of Campus Activities. In general, groups will not be allowed to use the conference room for regularly scheduled meetings or events and will be encouraged to utilize other meeting room space in the Angell College Center before reserving the room.

**Memorial Hall Gym/Sibley Gym**

Contact: Leith Bardon, 312 Memorial Hall, 564-4150, bardonle@plattsburgh.edu

Reservation Procedure: Contact Leith Bardon for an appointment to discuss availability and scheduling, fill out paperwork, and discuss rules and regulations.

Special Considerations: Space is only available after all intercollegiate teams, intramurals, and department events are scheduled. The organization must also agree to the following regulations. If these regulations are not followed, future requests will be denied.
• Only SUNY Plattsburgh current faculty, staff or students may participate in event
• No food or drinks in gym
• Organization will make sure gym is picked up and everything returned at the end of event
• The bleachers in Memorial are NOT AVAILABLE. They are motorized and at NO TIME can they be moved by hand. Either in or out. DO NOT TOUCH.
• If using Sibley, must inform participants that they must enter and exit gym quietly. (no bouncing balls or loud noise in hallways). This is an academic building.
• No black soled sneakers that leave marks on floor allowed. Event organizers must request participant leave floor or change shoes.

**Memorial Hall Activity Room**

Contact: Leith Bardon, 312 Memorial Hall, 564-4150, bardonle@plattsburgh.edu

Reservation Procedure: Contact Leith Bardon for an appointment to discuss availability and scheduling, fill out paperwork, and discuss rules and regulations.

Special Considerations: A meeting is scheduled at the beginning of each semester for groups who have previously scheduled the activity room for their performing arts groups. Other requests will be scheduled after this meeting. The organization must also agree to the following regulations. If these regulations are not followed, present semester scheduling will be canceled and future requests will be denied.

• Only SUNY Plattsburgh current faculty, staff or students may participate.
• No food or drinks in activity room. Members will wear appropriate footwear.
• Groups may not use the Fitness Center sound system in activity room. They must provide their own sound system.
• Groups will make sure activity room is picked up and everything returned at the end of practices.
• Groups will only use activity room when assigned. They understand that their scheduled times will be canceled due to Department programming. Groups will be notified if conflict in scheduling arises.
• Leadership and members of the club will treat all Memorial Hall employees with respect and accept their directions and decisions.
• If anyone has any concerns about use of room, scheduling cancellations, rescheduling, these issues will be address to Mrs. Bardon, Recreational Sports Director (312 Memorial Hall; 564-4150)
• If activity room is locked, please request the Fitness Center Supervisor at Fitness Center Desk to unlock room during scheduled times only
• Racquetball courts may not be used for practices.
• There will be a 15 minute schedule break between groups. Each group is asked to be out by scheduled time and the next group must wait for the group to leave before entering.
• Groups are not to use equipment left in the room unless authorized.

**Memorial Pool**

Contact: Leith Bardon, 312 Memorial Hall, 564-4150, bardonle@plattsburgh.edu
Reservation Procedure: Contact Leith Bardon for an appointment to discuss availability and scheduling, fill out paperwork, and discuss rules and regulations. Special Considerations: Space is available only after all classes, department events, and rentals are scheduled. Availability is very limited. Lifeguards must be scheduled, usually at no cost to student organizations. The following regulations must be followed.
• Only SUNY Plattsburgh current faculty, staff or students may participate.
• No food or drinks in pool area.
• Members will wear appropriate swimming apparel.
• Organization will make sure pool is picked up and everything returned at the end of the event.

**Memorial Hall Athletic Fields**

Contact: Leith Bardon, 312 Memorial Hall, 564-4150, bardonle@plattsburgh.edu
Reservation Procedure: Contact Leith Bardon for an appointment to discuss availability and scheduling, fill out paperwork, and discuss rules and regulations. Special Considerations: Space is available only after all intramurals, sports clubs, and department events are scheduled.

**Macdonough Tennis Courts**

Contact: Leith Bardon, 312 Memorial Hall, 564-4150, bardonle@plattsburgh.edu
Reservation Procedure: Macdonough Tennis Courts are not available for reservations.

**Field House**

Contact: Mark Christiansen, Field House, 564-4062, christma@plattsburgh.edu
Reservation Procedure: Use of the Field House facilities by recognized campus groups is coordinated through the Director of the Field House directly. Contact Mark Christiansen to obtain a reservation form and to schedule a face-to-face meeting to discuss your event.
Special Considerations: Event approval will depend on space availability. Ancillary services for a Field House event (set-up, food service, audio visual equipment, University Police coverage, etc.) must be scheduled directly by the sponsoring organization. Please note, that while Student Association recognized and college recognized groups will not be charged facility fees, events that are sponsored by college groups for non-college participants will result in charges for facility use and other related expenses. Additionally, extra staffing for your event may result in charges to the sponsoring organization. Some events may be considered Co-Sponsored events (hosted by a campus organization with an off-campus organization). Co-Sponsored event hosts must complete an Event Co-Sponsorship Form available from College Auxiliary Services (Clinton Hall, 564-2035). Non-campus affiliated co-sponsors may be responsible for some utilization fees. Please discuss possible fees associated with using the Field House when you make your reservation.

**Krinovitz Recital Hall (Hawkins)**

Contacts: Taylor Sullivan, College Auxiliary Services, Clinton Hall, 564-2310, taylor.sullivan@plattsburgh.edu and Barry Brown, Production Manager, 122A Myers Fine Arts, 564-2322, brownba@plattsburgh.edu

Reservation Procedure: Contact Taylor to inquire about availability of the venue. After reserving the venue, complete a Facility Reservation Form (available in 106 ACC). If your reservation is approved, you will receive a Performing Arts Venue Advance Form to complete and send to Barry Brown.

Special Considerations: Can accommodate 152 people. Plan early. Space is given on a first-come-first serve basis. Additionally, reservations for space, equipment, and required personnel must be finalized no later than 20 business days (4 weeks) prior to your event. For on-campus groups, there is no charge for the venue, equipment, or Production Manager. There is a charge, however, for personnel who manage the venue and event. For events co-sponsored with an off-campus agency, the on-campus group will be charged for half the cost of production crew labor, half the cost of equipment rental, and half the cost of the venue rental fee. The off-campus group will receive these same charges, plus half the charge for Production Manager’s labor. Contact Barry Brown for an estimate of these charges and be sure to include them in your event budget. For Student Association groups, the charges for your event will be deducted from the temp service line of your SA budget.

Other: There are many other guidelines that should be reviewed related to the use of any performing arts venue on campus in the section titled “Conditions of Use and Occupancy for Performing Arts Venues”. Please read them carefully before using any of these facilities.
**Giltz Auditorium**

Contacts: Taylor Sullivan, College Auxiliary Services, Clinton Hall, 564-2310, taylor.sullivan@plattsburgh.edu and Barry Brown, Production Manager, 122A Myers Fine Arts, 564-2322, brownba@plattsburgh.edu

Reservation Procedure: Contact Taylor to inquire about availability. After securing the venue, complete a Facility Reservation Form (available in 106 ACC). If your reservation is approved, you will receive a Performing Arts Venue Advance Form to complete and send to Barry Brown.

Special Considerations: Can accommodate 789 people (634 downstairs and 155 in the balcony). Plan early. Space is given on a first-come-first serve basis. Additionally, reservations for space, equipment, and required personnel must be finalized no later than 20 business days (4 weeks) prior to your event. For on-campus groups, there is no charge for the venue, equipment, or Production Manager. There is a cost, however, for personnel who manage the venue and event. For events co-sponsored with an off-campus agency, the on-campus group will be charged for half the cost of production crew labor, half the cost of equipment rental, and half the cost of the venue rental fee. The off-campus group will receive these same charges, plus half the charge for Production Manager labor. Contact Barry Brown for an estimate of these charges and be sure to include them in your event budget. For Student Association groups, the charges for your event will be deducted from the temp service line of your SA budget.

Other: There are many other guidelines that should be reviewed related to the use of any performing arts venue on campus in the section titled “Conditions of Use and Occupancy for Performing Arts Venues”. Please read them carefully before using any of these facilities.

**Hartman Theatre, Myers 120, 300, 112, 324, or Black Box Studio in Myers 129**

Contact: Karen Parrotte, 220 Myers Fine Arts, 564-2180, parrotk@plattsburgh.edu and Barry Brown, Production Manager, 122A Myers Fine Arts, 564-2322, brownba@plattsburgh.edu

Reservation Procedure: contact Karen Parrotte to make a reservation. You must also complete a “Student Organization Agreement for Using Myers Facilities Form”. Once the venue is secured, immediately contact Barry to complete a Performing Art Venue Event Advance Form.

Special Considerations: Can accommodate 400 people. Note, however, that only 325 people can be seated in the center section that allows full stage visibility. Plan early. Space is given on a first-come-first serve basis. Additionally, reservations for space, equipment, and required personnel must be finalized no later than 20 business days (4 weeks) prior to your event. For on-campus groups, there is no charge for the venue, equipment, or Production Manager. There is a
charge, however, for personnel who manage the venue and event. For events co-sponsored with an off-campus agency, the on-campus group will be charged for half the cost of production crew labor, half the cost of equipment rental, and half the cost of the venue rental fee. The off-campus group will receive these same charges, plus half the charge for Production Manager labor. Contact Barry Brown for an estimate of these charges and be sure to include them in your event budget. For Student Association groups, the charges for your event will be deducted from the temp service line of your SA budget.

Other: There are many other guidelines that should be reviewed related to the use of any performing arts venue on campus in the section titled “Conditions of Use and Occupancy for Performing Arts Venues”. Please read them carefully before using any of these facilities.

General Guidelines for Using Myers Facilities:
- Please conduct yourself in a courteous manner. Respect the building and janitors’ duties during the evening hours.
- No hard soled shoes or stomping allowed on the black box studio dance floor.
- NO STREET SHOES to be worn on the dance floor.
- No food or drinks allowed. Equipment, carpet, & special flooring need to be kept clean.
- Organization will make sure room is picked up and everything returned to its original place at the end of the rehearsal. Classes begin early the next morning, room should not have any garbage overflowing in baskets. Bring excessive garbage to loading dock bin on first floor Rugar St. exit.
- Groups should keep copy of approved reservation form with you when using the facility. UP or janitors will be making the rounds.
- Groups should leave room at set time as to not cut in to other organizations’ reserved time.
- Any percussion or musical instruments should not be touched unless permission is granted (including piano).
- Must attend production meetings on Thursdays at 12:15 if you are having a final performance.

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**Conditions of Use and Occupancy for Performing Arts Venues**

*Giltz Auditorium, Krinovitz Recital Hall, Hartman and Studio Theatres*

**Conditions of Use and Occupancy for Performing Arts Venues**

*Plattsburgh State University*

**CONDITIONS OF USE and OCCUPANCY:** Personnel of Plattsburgh State’s Technical Production Crew are required to be present for all events, performances and rehearsals.
Expenses for said personnel, venue and equipment rental (when applicable) are the sole responsibility of the Licensee. An estimate of production expenses will be made available upon consultation with the Production Manager.

Venue reservations are to be made in advance and all requests must be finalized 20 business days prior to show date. If at the 20 business day deadline programming is not finalized to the satisfaction of management, the reservation may be cancelled.

Licensee agrees that at all times appropriate conduct and activities will be carried out with full regard to public safety, and will observe and abide by all applicable regulations and requests by duly authorized agencies responsible for public safety and with Licensor to assure such safety.

Licensee agrees not to bring onto the premises any material, substance, equipment or object which is likely to constitute a hazard to the property thereon. The Licensor shall have the right to refuse any such material substances, equipment or object to be brought onto the premises and the further right to require its immediate removal.

**TRESPASS:** All rehearsals and performances are "closed events". Only Licensee’s staff and authorized personnel may be admitted. Any other entry is deemed trespassing and Plattsburgh State University staff is authorized to take appropriate actions.

**COPYRIGHT:** Licensee will assume all costs, liabilities and claims arising from the use of patented, trademarked, franchised, or copyright music, materials, devices, processes or dramatic rights used on or incorporated in the event. Licensee agrees to indemnify, defend and hold harmless Licensor from any claims or costs, including legal fees, which might arise from question of use of any such material described above.

No program shall be allowed in the auditorium that would constitute an infringement of copyright, wherever it is applicable, of any individual or institution. Should any such program take place before the knowledge of infringement comes to light, the applicant infringing the copyright shall be responsible for all the consequences, legal or otherwise.

For any public performance, if a license / permit has to be obtained, the Licensee is responsible to obtain and furnish the same in original before the performance commences. Such performance shall not be allowed to commence unless such license / permit is produced.

**PROGRAM NOTE:** All programs must contain the following announcement and appear no smaller than a font size of 12:

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“The use of any recording device is strictly prohibited. Please turn off pagers, cell phones and other electronic alarms. For your safety, please take a few moments to locate the nearest exit, and in the event of an emergency, please follow the instructions of the ushers.”
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**STAFFING:** The Production Manager and staff of Plattsburgh State University are responsible for all activities both back stage and front of house during load-in, rehearsal(s), performance(s), strike, and restoration.

**Technical Staff** shall be comprised of a minimal number to adequately execute the technical requirements of an event. This number shall be determined during the initial meeting with the Production Manager.

**Auditorium House Manager and Usher Staff** are responsible for activities in the lobby and house. This includes the enforcement of prohibitions against smoking, eating, drinking, the use of prohibited recording devices and cameras, and disruptive behavior. In addition, the House Manager is charged with restricting access to the house to ticketed holders and authorized event staff and house personnel.

Required **minimal** house staff shall be comprised of:

A) Giltz: 1 Front of House Manager, 2 ushers main floor, 2 for balcony
   (The balcony is used only when arrangements have been made at the initial meeting.)

B) Hartman: 1 Front of House Manager, 4 ushers (one at each door)

C) Krinovitz: 1 Front of House Manager, 1 usher, 1 equipment technician.

**AUDITORIUM RULES:** Unless otherwise requested, the venue is available one hour prior to a performance and one half hour before a rehearsal.

All activity (rehearsals, set-ups) will cease 50 minutes prior to “curtain” to allow the house staff to make final preparations.

House doors open 20 minutes before a performance. Again, at such time no activity may occur on stage.
The house will be vacated 20 minutes after a performance to allow staff to service the venue.

Scheduled times are strictly enforced.

The auditorium shall be used only for the purpose for which it is made available.

The licensee shall not use fasteners (including nails, screws, etc.) in any part of the auditorium, nor commit any other act or acts which would spoil or disfigure the auditorium in any way. Further, no pins, tape or string will be allowed on curtains, seats or walls.

No food or drink is permitted in the venue at any time.
There are no circumstances under which occupancy may exceed available seats. Attendance must be regulated as not to exceed capacity. Standing in the aisles and the addition of folding chairs is not allowed; this is a violation of fire code.

Proper clearance must be maintained at all times. Aisles, designated wheelchair areas, and lobby are not to be blocked at any time with tables, chairs or other set-ups.

**EQUIPMENT:** Our venues maintain a standard set-up of sound and lighting equipment. Only the Technical Production Crew may repair, replace, or substitute University equipment. Only staff technicians or contract employees will operate or move University equipment. Licensee will be held liable for equipment damage.

The Licensee will be billed labor and equipment charges for any alterations or additions to the standard set-up as well as for restoration at the conclusion of said residency. Any additional equipment connected to the lighting or audio system must be tested and approved by the Production Manager prior to use.

**SPECIAL EFFECTS:** The licensee must discuss all sets, lighting designs, and audio designs a minimum of four weeks prior to first usage. Any special effect involving potential risk to participants or to facilities must be approved in writing by the Production Manager prior to first use.

Notification must be posted at all house doors regarding the use of any special effects, including, but not limited to, theatrical fog, strobe lights or gunshots. Further, notification must also be posted if the event contains adult content. All signage must comply with standards set forth by the United States Institute for Theatre Technology.

**PYROTECHNICS:** New York State fire code prohibits the use of ornamental open flames and burning material such as candles and incense in areas of public assembly. The use of any pyrotechnical equipment, including but not limited to fireworks, firecrackers, flash pots, confetti cannons, and similar pyrotechnic devices or system is strictly prohibited.

**RIGGING:** The rigging of flying scenery must comply with the theatrical rigging standards set forth by the United States Institute for Theatre Technology. All rigging and operation of the fly system will be performed by a house technician. Only house personnel are allowed on the fly rail, loading gallery, bays, coves, light bridge and grid. Violation by the Licensee or Licensee’s cast, crew, or organizational members is cause for event termination.

**STAGE:** All production personnel (crew and performers) are required to use “back stage” entrances.

Public access to any backstage area, costume room, dressing room, control room, stage, or other areas designated as “production areas” is strictly prohibited.
As with the auditorium, the Licensee shall not fix fasteners in any part of the stage nor commit any other act or acts which would spoil or disfigure the stage in any way.

Nailing, lagging, or screwing into the stage floor of Giltz or Krinovitz is prohibited.

The party shall also not remove props, equipment, or any articles from their original places.

Nothing may be pinned, stapled, sewn, taped or otherwise attached to curtains and “soft goods” owned by the University.

Occupational safety, health, and fire regulations will be observed at all times. The stage floor and off stage areas must be kept free of debris at all times.

At all times clearance must be maintained in order to permit clear and unobstructed deployment of the fire curtain.

No entrances, exits, fire exits or gangways either on stage or backstage can be blocked by any items.

All scenic materials must be “inherently flame resistant” or treated with an appropriate fire retardant. Documentation must be provided validating compliance.

Spike marks are to be made with low-residue tape, such as spike tape, and be removed by licensee during strike. Paints, markers, and high-residue tapes such as duct tape and masking tape may not be used on the floor. Such usage will result in removal/restoration costs being billed to the licensee.

STORAGE: Performing art venues at Plattsburgh State do not have storage facilities for properties and set pieces. The Licensee assumes all risk for portable equipment, set pieces, props, costumes, and equipment in the house, lobby, and adjacent classrooms or spaces.

REMOVAL OF PROPERTY: Licensee is required to remove all property from the premises following any event before the “Load-Out” time has expired unless prior arrangements have been made with the Production Manager. Plattsburgh State does not ensure the safety of, nor shall be responsible for loss, damage or claims to equipment, including but not limited to sets, props, costumes and personal effects. Licensor shall be authorized to remove, at the expense of Licensee, remaining materials in licensed space at the termination of the agreement.

PAYMENT FOR DAMAGES: Licensee agrees to pay costs of repair or replacement for any and all damages of whatever origin or nature caused by Licensee, its agents, employees, clients, customers or invitees which may have occurred during the term of agreement, to condition equal to that at the time agreement went into effect.
ADDITIONAL REGULATIONS AND CONDITIONS OF USE: The Licensor reserves the right to impose additional rules or regulations and to set special use arrangements, whether or not expressly provided herein, which may be necessary for the best interests of Plattsburgh State University, and such regulations shall be binding upon the Licensee. The College may deny any group or individual use of any performing art venue when that usage shall, in the opinion of the college administration, directly and adversely compete with programs that are sponsored by and in the best interest of Plattsburgh State University. All Licensees shall comply with the laws of the United States and the State of New York, and with all ordinances, rules and regulations of the State University of New York.

Clinton Hall Conference Room

Contact: Taylor Sullivan, College Auxiliary Services, Clinton Hall, 564-2310, taylor.sullivan@plattsburgh.edu
Reservation Procedure: Complete a Facility Reservation Form, available in Angell College Center 106 and send it or bring it to Taylor Sullivan. The top sheet will be returned to the requestor upon approval.
Special Considerations: The Clinton Hall Conference Room can accommodate 17 people around a board room table. The room is available Monday through Friday from 8:00 AM to 4:30 PM when the College Auxiliary Services office is open. No A/V equipment is available on site and must be requested through Media Services (564-2222). Equipment must be picked up and returned to Media Services. If using A/V equipment, the volume must be kept at a level which will not be disruptive to nearby offices. Chartwells must provide all foodservice at events held in the Clinton Hall Conference Room.

Dining Facilities

Programming in Dining Facility Space
Contact: Wayne Duprey, College Auxiliary Services, Clinton Hall, 564-2033, wayne.duprey@plattsburgh.edu
Reservation Procedure: Requests for utilizing dining facility spaces for programming will be done on an individual basis. Contact Wayne Duprey to discuss your request.

Tabling at Clinton Hall
Contact: Wayne Duprey, College Auxiliary Services, Clinton Hall, 564-2035, wayne.duprey@plattsburgh.edu
Reservation Procedure: Complete a Tabling at Clinton Hall Request Form (available at College Auxiliary Services in Clinton Hall). Groups will be notified by email if their request has been granted.
Special Considerations: In general, groups may request a table reservation for a maximum of one day per week and five days per semester. Exceptions may be granted if space is available. A reservation request must be completed for each
day the table is desired and must be submitted at least seven days prior to the tabling date. Tabling is permitted from 11:30 AM to 1 PM Monday through Friday only. Table location is limited to the designated area at the stairwell landing. Tabling efforts may not interfere with the general flow of traffic in the dining hall, stairwell, or elevator. If a banner or display is to be included, they must be approved in advance to insure appropriate installation. Tabling efforts that distribute free materials must be discussed at the time the reservation is made. Music, TV/VCR/DVD, and inappropriate conduct will not be permitted. In general, the use of tabling space that will be encouraged and approved includes that which furthers the collegiate atmosphere, offers a community service, or furthers the cultural and academic development of students. Use of tabling space that will be discouraged and disapproved includes the sale or distribution of alcohol beverages, the sale of food (homemade and store bought), solicitation or fundraisers unless specifically approved by CAS, the direct sale of goods or sale of goods where individuals or groups act as agents for commercial enterprise which does not meet any of the categories for encouraged/approved use of tabling space listed above, and tabling where food is prepared.

Theme/Ethnic Meal Programs in Dining Facilities
Contact: Melanie Wyand, Student Association, 203 Angell College Center, 564-3200, melanie.wyand@plattsburgh.edu and Allison Swick-Duttine, 204 Angell College Center, 564-4825, swickan@plattsburgh.edu
Reservation Procedure: Obtain an Ethnic Meal Form from Melanie Wyand and return it to the Student Association Office a minimum of three weeks prior to the event date. Requested event dates need to be confirmed with Chartwells.

Special Considerations:

• Algonquin Dining Hall is the designated facility to hold such meals. The facility can be reserved on Saturdays and Sundays only. Only one ethnic/theme meal will be approved per weekend.

• The hosting student organization will be responsible for the cost of the Event Supervisor and a dishwasher who will be present throughout the meal until clean-up is complete. A cleaning supplies/disposal (refuse) fee of $50 will be charged to each group.

• Prior to the event, a meeting must be scheduled with Mr. Paul Adams (Event Supervisor) of Chartwells or his designee. At this meeting, the student organization must come prepared with a complete menu, including recipes and ingredients lists. If the recipes and ingredient lists are not provided two weeks prior to the event date, the event may be canceled. The student supervisor from the organization who will be in charge of the event MUST attend this meeting. The student organization must appoint two student representatives to serve as a contact between the group and the Event Supervisor.

• The Event Supervisor has authority for the meal event, from food procurement until clean-up is complete. All individuals are expected to abide by the food handling instructions provided by the event supervisor. The Event Supervisor is in charge and according to the Health Department, students must abide by the
The following standards: All Hazardous and Critical Control Points (HACCP) and Health Department regulations must be followed. HACCP temperature charts need to be completed, protective hair restraints must be worn in the kitchen, closed-toe shoes must be worn, plastic gloves must be worn when handling ready to eat foods, whizard gloves must be worn when using sharp instruments, or knives.

- The student organizations will be responsible for the entire event (preparation of food, serving of food, disposal of food, and cleaning of the facility) under the guidance of the Event Supervisor. Outside cooks are not permitted. Only Student Association members and faculty advisors for the student organizations will be permitted in the kitchen to prepare food. Failure to clean the facility as determined by the Event Supervisor will result in an additional cost assessed to the organization.

- The student organization has the option of ordering the ingredients through Chartwells or purchasing from outside purveyors.

- Should the group opt to purchase the food through Chartwells, the Event Supervisor will prepare an itemized list with the cost based on the recipes and ingredients lists provided by the group. The ingredients will be ordered and stored at Algonquin Dining Hall until the event.

- Food purchased from approved outside purveyors must be handled in a safe manner, according to instructions provided by the Event Supervisor.

- The Event Supervisor needs to be aware of all items being purchased from outside vendors. These items will not be brought into the facility unless approved.

- Open food and containers cannot be brought into the facility (i.e. spices).

- All cold beverages, whether purchased from Chartwells or an outside vendor, must be Pepsi Cola products.

Valcour Educational Conference Center

Contact: Chris Whalen, College Auxiliary Services, Clinton Hall, 564-2038, chris.whalen@plattsburgh.edu

Reservation Procedure: Contact Chris to complete the Valcour Conference Center Rental Contract Terms and Conditions Form and Reservation Forms.

Special Considerations: Valcour Educational Conference Center is located on Route 9 south of Plattsburgh on the shores of Lake Champlain overlooking Valcour Island. The property consists of a Main House and a Boat House. The Main House has a seating capacity of up to 120 people, depending on the set up and meal and/or equipment requests. Dance music may be played in the Main House until 10 PM. The Main House also has overnight accommodations on the second floor of the building for a fee. The Boathouse is open from mid April to late October and has a seating capacity of 170 people. Dance music may be played until 6 PM. Valcour has the following equipment available: flip charts, TV/VCR/DVD, overhead projector, slide projector, microphones, podiums, CD player, sound system, conference call phone, easels, risers, baby grand piano, small canopy tents, chairs, tables, dance floor extensions, picnic tables, volleyball
set, horseshoe set, lawn chairs, and patio heaters. All food and beverages served at Valcour must be provided by Chartwells. Outside food and beverages are not permitted on the property.

In order to reserve space at Valcour Educational Conference Center, a person must have an affiliation with Plattsburgh State. Recognized student organizations may use the first floor of the Main House and the Boathouse at Valcour free of charge for group related events such as trainings, workshops, and banquets. Note, however, that Valcour books events many months in advance and weekend availability may be limited. Please visit www.plattsburghcas.com for further information.

**Twin Valleys Outdoor Education Center and Ropes Course**

Contact: Chris Whalen, College Auxiliary Services, Clinton Hall, 564-2038, chris.whalen@plattsburgh.edu
Reservation Procedure: Contact Chris to complete a Reservation Form.
Special Considerations: The Twin Valleys Outdoor Education Center is located approximately 40 miles south of Plattsburgh in Lewis, New York. The facility is open from April to October, weather permitting. The facility has several buildings, areas for camping, fire pits, hiking trails, orienteering course, and a low ropes course. The Main Lodge can seat 50 people in the Great Room. One upstairs dorm sleeps 13 and one downstairs dorm sleeps 13. Two bathrooms with shower stalls are available in the main lodge. There is a kitchen with cooking equipment. There are also 12, each sleeps 6. Cabins do not have plumbing or cooking facilities and are used for sleeping only. Electricity is available in each cabin. There is no charge for recognized student organizations to use Twin Valleys, and food may be brought in by the group or purchased through Chartwells. If you are interested in using the Twin Valleys Low Ropes Course, there is a charge for instructors ($75 for four hours, plus travel) and you must have CAS approved instructors to guide you on the course. The Ropes Course can be a great way to improve group effectiveness, build trust, work on goal setting and problem solving, and to have fun! If you are interested in a Ropes Course experience, reserve as early as possible so that there is time to find an available instructor. A Camper’s Guide is available by contacting Chris. Please visit www.plattsburghcas.com for further information.

**Academic Buildings**

Contact: Registrar’s Office, 307 Kehoe, 564-2100, registrar@plattsburgh.edu
Reservation Procedure: To request space in an academic building, you must email your request to registrar@plattsburgh.edu. Your email should include your name and contact information, the date, time, host, and purpose for your request. Space
will be limited by classes and other academic activities. It is suggested that you submit your request as early as possible.

**Residence Halls**

Contacts: Terry Lacey or Cathy Moulton, Housing & Residence Life, 103 Algonquin, 564-3824, terry.lacey@plattsburgh.edu, cathy.moulton@plattsburgh.edu  
Reservation Procedure: Complete a request form, available in Housing & Residence Life  
Special Considerations: A group can table in residence halls on a limited time basis as long as it does not conflict with programs that are occurring in the residence hall at that time. A club or organizations can not hold regularly scheduled meetings, events, or rehearsals in residence halls. Residence hall lounges can be used for one time events as long as it does not conflict with programs that are occurring in the residence hall at that time. Groups will not be granted permission to go door to door in the residence halls for any purpose other than an approved Coin Drive.

**Parking Lots/City Streets**

Contact: University Police, Health Center Building, 564-2022  
Reservation Procedure: Parking lots on campus are not reservable space and may not be used for events. If a group wishes to use city streets for an event such as a parade or rally march, they must first contact University Police to discuss the possible event. They must then contact the Plattsburgh City Clerk’s Office (41 City Hall Place, 563-7702) to request the use of city streets for an event such as a parade. A written request must be submitted to the City Clerk’s Office. The request must specify the section of street to be used, the purpose of the event, and the start and end times of the event. The request will be forwarded to the City Common Council for review and will be voted on at the following Council meeting. You should allow for a minimum of two weeks for a request to be processed, but realistically you should plan on at least four weeks.

**Kehoe 6th Floor Meeting Room**

Contact: Sharon Levine, 606 Kehoe, 564-2280, sharon.levine@plattsburgh.edu  
Reservation Procedure: Contact Sharon to check on availability
Special Considerations: The room is set up with a large table with chairs surrounding it. The room can seat up to 20 people. Smart classroom equipment is in place. In general, the room can be reserved for one-time events and not routine meetings of student groups.

**Hawkins Pond**

Contact: Taylor Sullivan, Event Coordinator, College Auxiliary Services, Clinton Hall, 564-2310, taylor.sullivan@plattsburgh.edu

Reservation Procedure: Complete a Facility Reservation Form, available in the CAS Office or Angell College Center Office. Forms must be turned into Taylor Sullivan at least one week prior to the event.

Special Considerations:
- Musical Events may only be held from 11AM until 7PM, must be non-amplified or acoustic, and may only last a maximum of four hours. Please respect Hawkins Pond as a residential/academic area.
- Every event must have a scheduled rain site or alternative date.
- Organizations may only reserve this space once per semester.
- Areas that may be reserved around the pond are the esplanade (stone paved area between Hawkins Hall and the pond) and the grassy area near the September 11th monument.
- Events with a start time beginning after 4pm, as well as events that end after 4pm on a weekday which require tables, chairs, trash cans, etc will result in additional charges. This also applies for any weekend events. A Facility Set-Up Request Form must be completed and turned into the supervisor of the SUNY Plattsburgh Moving Crew seven days prior to the event.
- A building in close proximity to Hawkins Pond must be open during the scheduled event to provide attendees with bathroom facilities. University Police (upbuildings@plattsburgh.edu) should be contacted in advance to arrange for openings.
- This space is not available to any group during Family Weekend, Orientation, or on September 11th.
- No goods may be sold or distributed at the event.
- The nature of certain requests may require consideration for crowd control, security, and/or safety. Cost will be associated with those considerations.
- Any and all Food Service must come from or be served by Chartwells, our campus dining service. Catering information can be obtained by contacting the Catering Manager at catering@plattsburgh.edu or 564-2229. Catered meals may require a tent which may result in an additional cost.
Appeals of any kind to these special considerations may be submitted in writing and will be considered by a committee.

Olive Mason Flynt House (President’s House)

Contact: Sue Bechard, President’s Office, Hawkins Hall, 564-2010, sue.bechard@plattsburgh.edu

Blessed John XXIII Newman Center

Contact: Jackie Robertin (Campus Minister), 90 Broad Street, 561-7545, Reservation Procedure: Contact Jackie to complete a building reservation form. Special Considerations: Although the Newman Center is not a college facility, it is adjacent to the campus and is frequently used by the campus community for events. The Newman Center is a Catholic Church whose ministry is focused on the college students of SUNY Plattsburgh and Clinton Community College. The building may be used for various events (prayer services, Baccalaureate ceremonies, meals, performances, honor society ceremonies, memorial services, study groups, retreats, etc.), however it is a Catholic Church and no events may be held that would disrespect, exploit, or mistreat the grounds. Masses/services of other religions are not permitted. Masses are held at the Newman Center on Fridays at 4:30 PM and Sundays at 11:00 AM. No events may be scheduled during this time. There are other times such as Lent, Christmas, and Holy Days when additional masses are held. Friday nights from 5:30 PM until close are reserved for the Newman Association to meet. There is generally no charge to use the Newman Center, however, if an event has an admission charge, there is a $50 fee to use the building.

The Newman Center is equipped with the following: The Renewal Room (seats 15) has chairs and sofas, as well as a small TV/DVD/VCR player. The library area has two large tables. The sanctuary contains a piano and microphones, however, they may not be moved or the volume levels changed. There is a CD player hooked up to the sound system. Couches, chairs, and tables are available for use throughout the space, but must be moved back to their original settings after the event. In the main dining area there is a large flat screen TV/DVD/VCR player. The kitchen is equipped with utensils, silverware, plates, etc. that may be used. The stove, oven, and microwave are also available for use. Anything that is used must be cleaned and put away at the end of the event. Any messes in the kitchen must be thoroughly cleaned. Anything of a disposable nature must be brought in by the sponsoring group (includes things such as garbage bags, paper plates/cups, plastic silverware, food storage bags/wraps/containers, cooking
ingredients, coffee, paper towels, etc. The Newman Center does not have a
dumpster and all trash must be taken off the property at the end of the event. The
Newman Center does not have a janitorial service. Space must be cleaned, trash
removed, bathrooms cleaned, floors swept/vacuumed, etc. Furniture must be
returned to its original locations and any dishes put away. If event is after
business hours, lights must be turned off.

Please note, for events with food, if there is an admission charge and/or the event
is open to the public, you must contact the Clinton County Health Department
Environmental Unit at 565-4870 to obtain a temporary food permit. It can take up
to 6 weeks to obtain this permit. **The event cannot take place without the permit.**
**The permit must be presented to Jackie Robertin at the Newman Center at least
two weeks prior to the event.**
Finances and Fundraising

Regulations for Student Association Clubs and Organizations

As a rule, when it comes to Student Association finances, follow these general guidelines: **do not purchase anything, promise to spend any money, or sign any contracts** until you have familiarized yourself with the *Handbook for Treasurers of Student Association Clubs and Organizations*. The SA has a number of processes that must be followed to obtain funds, make purchases, and reimburse individuals for purchases. Failure to follow the guidelines in the Handbook, including meeting the deadlines for processing paperwork, may impact your ability to access SA resources (i.e. your budget). If you have any questions, speak to the Student Association Executive Secretary Melanie Wyand or the SA VP for Finance (203 Angell College Center, 564-3200).

Funding Sources

When a group needs funding for an event, beyond what is available to them in their budget, there are a number of options to pursue. In general, you must plan up to a month in advance to be able to apply for these resources.

**CAS Grants**

Each year, College Auxiliary Services accepts grant proposals for programs that are open to all members of the campus community, are held on the SUNY Plattsburgh campus, and that promote educational growth, development and advancement, and foster a sense of community. Complete guidelines and applications are available at College Auxiliary Services in Clinton Hall. Please note, the grant selection committee only meets every three to four weeks during the academic year. Applications must be in prior to your event, as no funds will be granted after an event has already occurred. Application and deadlines are available on the web at: http://www.cardinalcard.com/other-services/grantapp.htm

**Wellness Grants**

Wellness Grants are available to help support programs that benefit the campus wellness initiative in any of six areas – physical, emotional, spiritual, occupational, intellectual, or social wellness. Programs that are strictly recreational in nature and do not fully support the wellness initiative will not be considered for funding. Funding is limited to $250 per request. Applications are available at Housing & Residence Life (103 Algonquin Hall). There are application deadlines approximately every two weeks. There must be a minimum of two weeks between the deadline date and your program for your application to be considered for funding – plan in advance.
Additional Allocations
Additional allocations may be requested from the Student Association Senate. Application forms are available in the SA Office (203 Angell College Center, 564-3200). Your application should provide as much detail as possible and should also document other sources of funding that you have received or are applying for. Once your application has been received by the SA, you will be notified of a Finance Board meeting that you will need to attend. These meetings are held Tuesday nights. If you are approved by the Finance Board, you will then be scheduled to attend a Student Senate meeting, held on Wednesday nights. Be prepared to provide information to the Senate about your request and answer any questions they might have. If your request is approved by the Senate, you will need to follow up with the Student Association Vice President of Finances to see how to access the funds.

Multicultural Programming Grants
Multicultural Programming Grant Applications are available at the Center for Organization Development (204 Angell College Center, 564-4825). Grants may be used to help fund programs that promote the campus multicultural initiative in some way. Programs that are purely recreational/social in nature will not be considered for funding. There are monthly deadlines for Multicultural Programming Grants and applications must be received and processed prior to the event. Please check the application form for the specific deadline dates.

President’s Office
The Office of the President makes available each semester limited funding for student-oriented projects. Departments and organizations interested in Special Programming Funds can obtain an application form from the President’s Office (Hawkins Hall, 564-3930). Applications will be considered if the organization has applied for funding from other sources on campus.

Alumni Grants
Student Alumni Grants can be used to support individual student travel to off-campus events (including academic/student organization conferences and student organization off-campus events) and to support student groups/organizations (including scholarship programming, and club/organization programming that supports the mission of the student club). Up to $100 may be granted for an individual request. Grant amounts vary for group requests. To apply, pick up an application in the Office of Alumni Relations (113 Hawkins Hall, 564-2090). Applications must be submitted at least 2 weeks in advance of the event. Supporting materials may be attached and the signature of a Faculty Advisor is required.
Applicants must select among the following grant sources. Please select all sources that you are applying for (check boxes accordingly).

- **Alumni Grant**: these funds are designated to support individual student travel to an off campus event (this includes academic/student organization conferences and student organization off-campus events). This grant also supports current student groups/organizations programming that supports the mission of the student club.

- **College Auxiliary Services Grant**: these funds are designed to promote programs and activities that enhance the cultural and educational life of members of the SUNY Plattsburgh community. Events must be free to students and open to entire campus community.

- **Multicultural Grant**: these funds are designed to benefit the multicultural initiative in some manner. Programs that are strictly recreational in nature and do not fully promote multicultural awareness will not be considered for funding. A maximum of $200 may be requested per program.

- **Presidential Grant**: the Office of the President provides limited funding for student-oriented projects. Special funding is awarded to student groups for a myriad of events that promote the educational, social and cultural component of college life.

- **Wellness Grant**: these funds are designated to promote and enhance programs and activities on the campus that benefit the campus wellness initiative in any of six areas; physical, emotional, spiritual, occupational, intellectual, or social wellness. In order to be considered for a wellness grant, the program should benefit the campus wellness initiative in some way and the activities cannot be purely recreational; there must be some sort of wellness or educational component of the program. A maximum of $250 can be requested per program.
You must submit one original completed application to the Student Activities and Volunteerism office located on the first floor of the Angell College Center.

SUNY PLATTSBURGH PROGRAM GRANT APPLICATION

Today’s Date: ______________________ Date of Event/Program: ______________________

Name of Sponsoring Group: __________________________
(must be SUNY Plattsburgh affiliated – faculty, staff, student group)

Name of Contact Person: ____________________________

Address: ______________________________________ Phone No.: ______________________

E-mail address: __________________________________

Summary description of event or program:

Please describe the event: _________________________________________________________

________________________________________________________________________

How will this event/program benefit the campus community? ______________________

Is the event open to all members of the campus community?  _____Yes  _____No

29
Is this a ticketed event; if so, what is the cost for students? _____ Yes  ____ No
_______Cost

Anticipated income______________________________________________________________

How does the event/program relate to the mission of the sponsoring group/department?_______

____________________________________________________________________

Estimated number of participants__________________________

Additional information that you believe will help the committee evaluate your request
(event itinerary, promotional announcements and event program).

____________________________________________________________________

**Note:** please attach separate sheet if additional description details are necessary.

### Application Submission Dates

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**BUDGET SUMMARY:**
Anticipated Expenditures: (honoraria, food expenses, promotion, supplies, etc.)

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<td>Additional sources of financial support</td>
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**SUMMARY:**

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<td>Total Request</td>
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**SUNY PLATTSBURGH GRANT FUNDS**
**GENERAL GUIDELINES 2010-2011**

- All information must be legible and include an email address. Notification of outcome will be by email.

- The program, activity or event must be open to all members of the campus community or specific group (as indicated) and be held on the SUNY Plattsburgh campus (with the exception of Wellness grants).

- Funds awarded will be disbursed as payment of authorized bills for goods and services directly related to the event and will only be provided for actual expenditures, not to exceed the limit awarded.
- Payments will not be processed without supporting documentation (i.e. invoices, receipts, flyers) and all original receipts must be submitted.

- Recognition of grant awards must be included in all advertising, promotional materials and printed programs of the event.

- Funds will not be approved for expenditure for goods and services supplied by outside vendors or organizations if the campus (Chartwells, Pepsi Bottling Group, College Store) has the ability to supply similar or identical goods and services. Exceptions to this policy must receive advance approval.

- Funds will not be approved for past events.

- Funds must be utilized prior to June 30, 2011.

- Student groups/organizations must have an established account through the Student Association, CAS, State, or the Research Foundation prior to grant submission.

- If funds are to be transferred to one account for expense consolidation, then an account number must be provided.

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**Fundraising**

**Permission to Fundraise**

In an effort to manage the many fundraising activities happening on behalf of the college and its many groups and organizations, the college requires that all academic, professional, and student groups seeking to conduct fundraising activities must submit, in writing, a detailed summary of the proposed efforts. A Request to Fundraise Form is available in the office of Student Activities and Volunteerism (101 Angell College Center). Applications will be reviewed and applicants can generally expect a prompt response if all necessary information has been provided.

In general, the following fundraisers will be approved:

- The sale of items such as flowers, candy grams, and lollipops
- Collection of money for a designated charitable organization, by means of a bucket, canister, etc. Direct solicitation of a passerby cannot occur.
- Collection of used clothing, toys, soda cans, etc. for charitable organizations
• Raffles

In general, the following fundraisers will not be approved:
• Anything which includes alcohol
• The sale of homemade food (i.e. baked goods)
• Recruitment efforts for bankcards, phone cards, debit cards, and store credit cards
• Fundraisers connected with a commercial operation
• Anything that requires a license (i.e. BINGO, Casino Games where a fee is charged for entrance or to play)

Coin Drive in the City of Plattsburgh
Contact: Plattsburgh City Clerk’s Office, 41 City Hall Place, 563-7702
Guidelines: In order to conduct a coin drive off-campus within the City of Plattsburgh, you must complete a form at the City Clerk’s Office. A certificate of insurance is required and you must present this when submitting a request form. Student Association recognized groups can get a copy of this certificate of insurance in the SA Office. Requests must then be approved by the City Common Council. Allow at least two weeks, realistically four weeks, for approval. The city only allows two coin drives per month for the months of May through September.

Coin Drive on Campus
Contact: Terry Lacey, Housing & Residence Life, 103 Algonquin, 564-3824, terry.lacey@plattsburgh.edu
Guidelines: Complete a request form, available in Housing & Residence Life. Money that is collected needs to be donated to a non-profit organization. There is only one coin drive approved per week in the residence halls and they are assigned on a first come, first served basis.

Tax-Exempt Status

Purchases made by the Student Association (and its organizations) are tax exempt. The SA’s tax exempt number is located on the encumbrance forms and most vendors know that the SA is tax exempt, so a tax exempt certificate is not required. If you are making a purchase from a new vendor, however, you need to pick up a tax exempt certificate in the SA office (203 Angell College Center) and bring it to the vendor.
Marketing and Advertising

Use of the College Name

Contact: Michelle Ouellette, 113, Hawkins Hall, 564-2090
ouel8653@plattsburgh.edu
Guidelines: The official name of the college is the State University of New York College at Plattsburgh. On second and subsequent references you may use SUNY Plattsburgh, Plattsburgh, or the college. Plattsburgh State or Plattsburgh State University are not acceptable, and the acronyms PSU and PSUC are also not considered acceptable terminology in any form.

Angell College Center LED Marquee

Contacts: Deb Brunner, 106 Angell College Center, 564-4844, brunnedk@plattsburgh.edu
Guidelines: An Angell College Center Marquee Reservation Request Form must be completed (available in 106 Angell College Center). Announcements for the marquee must pertain to major all-campus events. Notices will be displayed up to six days in advance of the event. Time may be shortened or extended if deemed necessary by the Director or Assistant Director of the Angell College Center. Requests will be treated on a first-come-first-serve basis. The Director or Assistant Director of the Angell College Center will have final judgment on the appropriateness of each request.

Cardinal Cable

Contact: Deb Brunner, Angell College Center Information Desk, 564-4844, brunnedk@plattsburgh.edu
Guidelines: An Angell Center Cable Information System Reservation Card must be completed at least three days in advance of when the information is to be posted (available at the Angell College Center Information Desk Office). Postings must pertain to an approved on campus event or announcement. There is a three week limit on the posting of information, but this time may be shortened if deemed necessary. The Assistant Director of the Angell College Center will have final judgment on the appropriateness of each request, including the length of time it can be posted.

Additional Guidelines for Submitting Your Own Advertisement:
- Microsoft Powerpoint “presentation” file or “pack & go” file may be submitted on CD ROM or e-mail attachment sent to brunnedk@plattsburgh.edu. Graphic files may also be used.
• **Please use large, easy to read fonts.** Much resolution is lost in the conversion to television, and most students have small screen TVs.

• **Use commonly installed fonts.** Your “special” fonts will not appear on a computer on which the font is not installed, unless the font is converted to a graphic.

• **Do not use “Design Templates”.** The background will not show up when the slide is inserted. Such a slide must be saved as a graphic file.

• No sound effects will be utilized.

• Please be conservative with “animated effects”. They should not cause the slide transition to be excessively long.

• An ad should be no longer than 3 slides long, unless special circumstances merit a longer presentation (week-long event listings, etc.) and should not last longer than 20 seconds.

• Leave a good margin around all four edges of the slide. Conversion to TV causes some of the border to be lost.

**PSTV**

Contact: Pete Premo, 107 Yokum Hall, 564-4292, Fax: 564-2105, pierre.premo@plattsburgh.edu

Guidelines: Public service announcements may be run on PSTV (Charter Cable Channel 17 and Campus Cable Channel 10) when regular programming is not on air. Items may be sent via email or fax. All items require a contact phone number. There is no charge for this service.

**WQKE**

Contact: Burghy’s in the Angell College Center, 564-3694

Guidelines: Public service announcements may be run on WQKE radio station (FM 93.9) for activities that are open to the general campus community. Promos must be for not-for-profit events. Please bring all information about the event to the station where it will be prepared as a PSA to be presented by on-air talent.

**Computer Lab Screen Savers**

Contact: Alyssa McGovern, 116D Feinberg, 564-5197, mcgoveam@plattsburgh.edu

Guidelines: Organizations in good standing are invited to submit advertisements for campus related non-profit events. The advertisement must be submitted via email as an electronic .jpg, .gif, or .tif file and must be provided a minimum of 24 hours before the requested start date. The item will be inserted into the slideshow on a first come first serve basis, not to exceed 15 slides at a time. Currently the start and end dates must fall on a weekday. Requests that fall on a Saturday or Sunday will be posted or removed on the previous Friday or following Monday. Advertisements must not be
offensive, indecent, inaccurate, misleading, or otherwise objectionable. Content that harasses, degrades, intimidates, or is hateful towards an individual or group of individuals on the basis of religion, gender, sexual orientation, race, ethnicity, age, or disability will not be used. Items may not remain on the screensavers beyond one month.

**Email**

Guidelines: If you are interested in having an event publicized through the student email digest, send the information (including date, time, location, cost, and contact information) to bulk@mail.plattsburgh.edu for approval.

**Website**

Contact: Symen Mulders or Shawn Aguglia, Computing & Media Services, Feinberg Library, 564-2222
Guidelines: A member of the campus community who has agreed to be responsible for posting information on a topic or topics via the Plattsburgh SUNY web system is an Information Provider. The IP agrees to see that the content and posted under his or her direction adheres to all applicable University rules and regulations and all legal requirements. More detailed guidelines are available at http://student.plattsburgh.edu/ipa/php. An Information Provider Agreement form is available at http://student.plattsburgh.edu/orgipaprint.htm.

**Posters**

*Angell College Center*
Contact: Deb Brunner, or Scott Johnson, 106 Angell College Center, 564-2121
Guidelines: Events advertised must be campus events or off-campus events directly sponsored by a recognized student club or organization, or a campus office or college organization. Posters may not advertise illegal events or events of questionable legality. Posters may only be placed on bulletin boards, building columns, and wood stripping along the corridor walls inside the building. Posters may not be placed outside of the building or in Flynt Commons. Before hanging posters, they must be approved and stamped by the College Center Desk Supervisor. Posters may only be posted for 30 days and may only be hung with scotch tape or masking tape. Responsibility for removing the signs or posters lies with the person(s) putting up the poster. If they are not removed following an event, they may be removed by College Center staff and will not be saved. In general, posters must adhere to the following guidelines.

- No larger than 15” by 20”.
• No more than 6 posters per event. Individual posters where the event is already included on currently hung combined event posters will be limited to 4.
• Must be in good taste.
• Must be neatly done.
• No stickers may be posted directly.
• Must contain information on a sponsor, contact person, and contact phone number.
• Must not emphasize alcohol. Off-campus events that reference alcohol, an alcohol euphemism, or occur at an off-campus drinking establishment are specifically prohibited.

The Angell College Center Director or Assistant Director will have the final judgment about the approval of posters to be hung in the Angell College Center.

Residence Halls
Contacts: Terry Lacey or Cathy Moulton, 103 Algonquin, 564-3824
Guidelines: A club or organization may not hang posters in the Residence Halls without permission of the Housing and Residence Life Office (103 Algonquin). In general, 12 approved posters may be posted (1 per building). Exceptions to the rule of 1 poster per building may be requested.

Other Posting Areas around Campus
The following areas are available for general posting of information in buildings beyond the Angell College Center and the Residence Halls. Please limit posters to 1 per bulletin board. Posters must be in good taste or may be subject to removal.

Algonquin Dining Hall: Bulletin boards behind the computer carrels outside of Housing and Residence Life
Beaumont Hall: Bulletin board in main lobby and cement columns in main lobby
Champlain Valley Hall: Bulletin boards across from main office with permission of the secretary
Clinton Dining Hall: Bulletin board in main entrance next to CAS Office with permission from the CAS secretary
Feinberg Library: Bulletin boards across from the main entrance with permission from the Library desk staff
Hawkins Hall: On the doors
Hudson Hall: Bulletin board in main lobby and anywhere on the walls that is not a designated department posting place (clearly marked)
Health Center: With staff permission only
Kehoe: Elevators only with permission of VP for Student Affairs secretary (6th Floor)
Memorial Hall: Bulletin boards in main lobby
Myers Fine Arts Building: Columns in lobby area, nothing on glass. Bulletin boards on 2nd floor with permission of 2nd floor secretaries
Redcay Hall: Bulletin board in main lobby with permission of department secretaries
Saranac Hall: Bulletin board in stairwell
Sibley Hall: Bulletin boards throughout building unless designated for departments
Ward Hall: On walls with permission of the secretaries
Yokum Hall: Bulletin boards only

Residence Hall Mailbox “Stuffing”

Contacts: Terry Lacey or Cathy Moulton, 103 Algonquin, 564-3824
Guidelines: A club or organization may not “stuff” mailboxes in the Residence Halls without permission of the Housing and Residence Life Office (103 Algonquin). This practice is discouraged in general, and exceptions will rarely (if ever) be made.

Cardinal Points

Contact: 303 Angell College Center, 564-2174 (Editorial Board), 564-3173 (Advertising Manager), cp@cardinalpointsonline.com
Guidelines: Cardinal Points, Plattsburgh State Media, Inc. is owned and operated independently by the students at SUNY Plattsburgh and is published every Friday. Submit letters to the editor to the address indicated above, the Cardinal Points mailbox in the Angell College Center, or click Letters to the Editor link at the top of their web site. All letters must be 400 words or less, signed with full name and must include a phone number for verification. Cardinal Points reserves the right to edit for libel, length, content, and grammar. Letters must be submitted by Mondays at 5PM prior to publication. For advertising rates, contact the Advertising Manager at the above phone number. Plan at least a week in advance for advertising space.

Press Releases through Institutional Advancement

Contact: Michelle Ouelette, 103 Hawkins Hall, 564-2090, michelle.ouelette@plattsburgh.edu
Procedure: Institutional Advancement will provide local media outlets with information about campus events that are open to the public. A calendar is sent out by the 20th of the month for all events in the following month. Please email the information for your event, including date, time, location, a brief description, ticket information, and contact information. This process with also get events listed in Focus and the My Plattsburgh portal.

Table Tents – Week at a Glance

Contact: The Office of Student Activities and Volunteerism, 101 Angell College Center, 564-4830, studentactivities@plattsburgh.edu
Procedure: The Office of Student Activities and Volunteerism produces and distributes the Week at a Glance table tents posted across campus in dining facilities, the Flynt Commons, and the Learning Center. No other table tents are permitted.
The Week at a Glance table tents run from Monday through Sunday. Around school breaks and the end of semesters, the table tents may cover two weeks of information. Plan accordingly. If you are interested in having an event or announcement on the table tents, please submit information by Tuesday of the week prior to the week of your event. Please note, generally, weekly meetings for organizations will not be listed, only one time events. Final decision on what events are listed will be made by the Director of Campus Activities.

**Amitie Plaza Kiosk**

Contact: The Office of Student Activities and Volunteerism, 101 Angell College Center, 564-4830, studentactivities@plattsburgh.edu
Procedure: Information that is posted in the kiosk in the Amitie Plaza is managed by the Office of Student Activities and Volunteerism. If you have a poster you would like displayed, bring it to the Office of Student Activities and Volunteerism. Posters must be no larger than 11”x17” and must contain date/time/location of the event, as well as contact information. Posters will only be hung for campus groups, organizations, and departments. Final decision on what will be posted will be made by the Director of Campus Activities.

**Handbills**

Contact: University Police, Health Center Building, 564-2022
Guidelines: Handbills, flyers, or posters may not be placed on parked vehicles. This is prohibited by New York State Penal Law.

**Chalking**

Guidelines: Chalking of sidewalks or buildings, etc. is not permitted on the SUNY Plattsburgh campus.

**Angell College Center Easels**

Contact: Deb Brunner, Angell College Center Information Desk, 564-2121, brunnedk@plattsburgh.edu
Guidelines: Easel display at the end of the Angell College Center Information Desk is available on a first come, first served basis and is limited to one display at a time for a duration of not longer than three days prior to an event. Pre-reservation of this space must be arranged through the Supervisor’s Office next to the Information Desk. Easels may only be placed in the main lobby hallway of the College Center on the day of the event to direct attendees to the event in the building. Final decisions on the
appropriateness of easel requests, as well as any exceptions to the guidelines above, will be made by the Director of the Angell College Center.

Angell College Center Tabling

Contact: Julie Collins, 106 Angell College Center, 564-4321, julie.collins@plattsburgh.edu
Reservation Procedure: Complete a Facility Reservation Form, available in 106 ACC
Appropriate Events: that which furthers the collegiate atmosphere (e.g. information on yearbooks or class rings), that which offers a community service (e.g. recruiting volunteers), recruitment efforts, that which furthers the cultural and academic development of students, fundraisers that adhere to the college’s fundraising policies
Guidelines: Requests are limited to one table at a time and limited to a maximum of 5 days per event/exhibit/fundraiser. Tabling must not interfere with the general flow of traffic through the lobby. When audio visual equipment is used, the volume must be kept at a level that is not disruptive to others who are tabling or to the general operation of the College Center. Distribution of free items must be discussed at the time the reservation is made.

SUNY Anti-Sweatshop Policy

It is the policy of the State University of New York to require contractors, subcontractors and licensees to certify to the adherence by manufacturers to fair labor standards in connection with working conditions, compensation, employee rights to form unions and the use of child labor. The policy applies to procurement by state-operated campuses of the University and their campus-affiliated organizations, including but not limited to Auxiliary Services Corporations.

SUNY Plattsburgh has established a procedure that will set appropriate standards for the purchase of goods and the licensing of university trademarks to achieve the above goal. This goes for Athletic Teams, Residence Hall Councils, Student Association, Club/Organizations, Fraternity/Sororities, College Store/CAS, and Campus Departments. To adhere, to these standards members of the campus seeking to procure monies for contracts/payment of service/goods must utilize the Vendor Certification of Compliance with Fair Labor Conditions form (See attached).

A copy of this completed form must kept on file for one year with all of these:

- College Auxiliary Services
- Office of Purchasing
- Office of Institutional Advancement
- SUNY Research Foundation

The college has an Anti-Sweatshop Committee that is comprised of the following people or their designee:
- Director of Residence Life
- Executive Director of CAS
- Assistant to the Provost
- Director of Advancement Services
- Director of Athletics
- Director of Purchasing
- Coordinator of Student Activities
- Director of Fraternity/Sorority Life and Organization Development
- Director of Sponsored Research and Programs
- Student Association Vice President for Finance

This group will meet each academic year to review, assess and make any revisions to the campus compliance model being used to address SUNY Anti-Sweatshop Policy Document Number 7559 and Anti-Sweatshop Procedure Document Number 7560.

SUNY Anit-Sweatshop Language

As outlined in the Laws of New York State Finance Law, Article 11, Section 165.7, the State University of New York College at Plattsburgh shall not enter into a contract to purchase or obtain for any purpose any apparel, textile and/or sports equipment from a vendor unable or unwilling to provide documentation: (A) attesting that such apparel, textile and/or sports equipment was manufactured in compliance with all applicable labor and occupational safety laws, including, but not limited to, employee compensation, working conditions, employee rights to form unions, and the use of child labor; (B) information sufficient for SUNY Plattsburgh to determine the labor conditions applicable to the apparel, textile or sports equipment; and (C) stating, if known: (1) the name and address of each subcontractor utilized or to be utilized; (2) the vendor’s and each subcontractor’s applicable state tax identification number; and (3) all manufacturing plants utilized by the vendor or subcontractor for the performance of this contract.

SUNY Plattsburgh has the authority to determine that a vendor on a contract for the purchase of apparel, textile and/or sports equipment is not a responsible vendor based upon either of the following considerations: (A) The labor standards applicable to the manufacture of the apparel, textile and/or sports equipment, including but not limited to employee compensation, working conditions, employee rights to form unions, and the use of child labor, or (B) the vendors failure to provide information sufficient for SUNY Plattsburgh to determine the labor conditions applicable to the manufacture of the apparel, textile and/or sports equipment.

During each year of the term of an apparel, textile, or sports equipment contract, SUNY Plattsburgh may request a written assurance from the Contractor and each of its subcontractors that the Contractor and/or subcontractor(s) comply with New York State Finance Law, Article 11, Section 165.7. The request may seek confirmation of compliance with some or all of the requirements of New York State Finance Law, Article 11, Section 165.7, and may require the response to be submitted under penalty of perjury.
The Contractor shall provide the written assurance within the time specified by SUNY Plattsburgh, which shall not be less than 15 business days from receipt of the request.
Food Services

Meetings/Events

Contact: Chartwells Catering Office, Sundowner, 564-2229 or catering@plattsburgh.edu

Guidelines: Food and beverage service at SUNY Plattsburgh is contracted to Chartwells. Chartwells has exclusive food and beverage catering rights for the campus. Catered events are defined as:

- An event where staffing is necessary (ex: requires wait staff and/or a cook, requires clean-up)
- An event where serving ware is present (ex: involves china service, needs sterno or ice to keep food at proper temperature, utilizes chafing dishes for food service)
- An event where an admission fee is charged or a donation collected
- Any event sponsored by an external group

Events that do not fit the definition of catered events (i.e. finger-type foods) may use campus funds to purchase items from Chartwells or any other licensed facility. Examples would be: coffee, donuts, sub sandwiches, chips, cookies, vegetable platters, etc. All food items must be prepared and/or packaged by a licensed facility, as no food preparation is permitted at events. Note that the following types of activities are not permitted at SUNY Plattsburgh without permission and participation of Chartwells: potluck meals, bake sales, food prepared at an event (ex: barbecue). The sponsoring campus group is responsible for all necessary clean-up following the event and also for assuring that food is served in accordance with Clinton County Health Department standards. Clarification on these guidelines for non-catered events may be obtained by contacting Wayne Duprey at 564-2033 or wayne.duprey@plattsburgh.edu

Take Out Meals

Contact: Chartwells, Clinton Dining Hall, 564-3085

Reservation Procedure: Dining Services will provide take out meals at the rate of $7.00 per meal for groups organized by resident assistants only. Dinners may be planned for Thursday evenings and on weekends. Orders will be taken at the Chartwells Office located in Clinton Dining Hall. Weekend orders must be placed by noon the preceding Tuesday. Orders for Thursdays must be placed by noon on the preceding Monday. At the time of the order, names, signatures, and ISO numbers for those attending must be provided, as well as the individuals’ meal plans if a meal sign away is being used.

Special Considerations: The take out/meal sign away program is not available for events open to the public, fund raising activities, or events where admission or
mandatory contributions are required. Typical meals include Spaghetti/Lasagna Dinner, Pizza Party, Cook Out, and Box Lunch.

**Barbecues**

Contact: Chartwells Catering, 564-2229  
Special Considerations:  
Barbecue events that are closed (i.e. only members of the group are attending) may be held on campus. Food and cooking equipment may be purchased and borrowed through Chartwells or purchased through an outside vendor. You may make arrangements for Chartwells to the cooking or prepare the food yourself.  
Barbecue events that are open (i.e. not available to members of the group only) must follow much more stringent guidelines. Open barbecue events may be catered by Chartwells. If outside food is to be brought in for a picnic/barbecue event, it must be prepared by an outside vendor and served in accordance with Clinton County Health Department standards. In general, the food must be individually packaged by the vendor and served in the same way (i.e. pre-cooked, pre-wrapped burgers from a fast food restaurant may be distributed). Clarification on these guidelines for non-catered barbecue events may be obtained by contacting Wayne Duprey (CAS, Clinton Hall, 564-2035).

**Theme/Ethnic Meals**

Contact: Melanie Wyand, Student Association, 203 Floor Angell College Center, 564-3200, melanie.wyand@plattsburgh.edu and Allison Swick-Duttine, 204 Angell College Center, 564-4825, swickan@plattsburgh.edu  
Reservation Procedure: Obtain an Ethnic Meal Form from Melanie Wyand and return it to the Student Association Office a minimum of three weeks prior to the event date. Requested event dates need to be confirmed with Chartwells.  
Special Considerations:  
- Algonquin Dining Hall is the designated facility to hold such meals. The facility can be reserved on Saturdays and Sundays only. Only one ethnic/theme meal will be approved per weekend.  
- The hosting student organization will be responsible for the cost of the Event Supervisor and a dishwasher who will be present throughout the meal until clean-up is complete. A cleaning supplies/disposal (refuse) fee of $50 will be charged to each group.  
- Prior to the event, a meeting must be scheduled with Mr. Paul Adams (Event Supervisor) of Chartwells or his designee. At this meeting, the student organization must come prepared with a complete menu, including recipes and ingredients lists. If the recipes and ingredient lists are not provided two weeks prior to the event date, the event may be canceled. The student supervisor from the organization who will be in charge of the event MUST attend this meeting.
The student organization must appoint two student representatives to serve as a contact between the group and the Event Supervisor.

- The Event Supervisor has authority for the meal event, from food procurement until clean-up is complete. All individuals are expected to abide by the food handling instructions provided by the event supervisor. The Event Supervisor is in charge and according to the Health Department, students must abide by the following standards: All Hazardous and Critical Control Points (HACCP) and Health Department regulations must be followed, HACCP temperature charts need to be completed, protective hair restraints must be worn in the kitchen, closed-toe shoes must be worn, plastic gloves must be worn when handling ready to eat foods, whizard gloves must be worn when using sharp instruments, or knives.

- The student organizations will be responsible for the entire event (preparation of food, serving of food, disposal of food, and cleaning of the facility) under the guidance of the Event Supervisor. Outside cooks are not permitted. Only Student Association members and faculty advisors for the student organizations will be permitted in the kitchen to prepare food. Failure to clean the facility as determined by the Event Supervisor will result in an additional cost assessed to the organization.

- The student organization has the option of ordering the ingredients through Chartwells or purchasing from outside purveyors.

- Should the group opt to purchase the food through Chartwells, the Event Supervisor will prepare an itemized list with the cost based on the recipes and ingredients lists provided by the group. The ingredients will be ordered and stored at Algonquin Dining Hall until the event.

- Food purchased from approved outside purveyors must be handled in a safe manner, according to instructions provided by the Event Supervisor.

- The Event Supervisor needs to be aware of all items being purchased from outside vendors. These items will not be brought into the facility unless approved.

- Open food and containers cannot be brought into the facility (i.e. spices).

- All cold beverages, whether purchased from Chartwells or an outside vendor, must be Pepsi Cola products.

**Meal Sign-Away**

Guidelines: See page 36 under Take Out Meals. Please note, that meal sign-away fundraisers have been eliminated. If you have any questions, please contact Wayne Duprey (CAS, Clinton Hall, 564-2035).
Campus Events with Alcohol

Guidelines: Alcohol (bar) service at campus events may only be provided by Chartwells.

- Requests for alcohol service have to be approved in advance by the Vice President for Student Affairs or his/her designee. The Vice President or his/her designee must notify dining services of their consent prior to an order being processed. Cash bar requests ONLY, no “open bar” requests will be approved unless unique circumstances apply.
- Alcohol service outside of the 2nd floor of the Angell College Center requires a catering permit from the New York State Liquor Authority at a cost of $78.00 for each bar (license valid for 24 hours). This license needs to be requested at least three weeks in advance.
- A campus professional (i.e. faculty advisor) must be present at any student event where alcohol will be served and must remain on-site for the entire function.
- Substantial food must be available at a location where alcohol is served. Substantial food might include salads, soups, sandwiches, finger foods, etc. Pretzels and potato chips do not meet the minimum requirements for food. This is a NYS Liquor Authority regulation.
- The hosting organization will be billed for labor for bartenders and any necessary additional staff. The labor rate is $25.00 per hour. Hours for bar labor is based on the time of the actual event plus 1.5 hours for set up and break down. Number of bar personnel is based on the estimated attendance.
- Alcohol for student events must be confined to one room and only people 21 years of age or older are permitted into this area. Alcohol cannot leave the room.
- A door monitor (dining services personnel) will be stationed at the entrance/exit. Group must pay for a minimum of one door monitor during length of alcohol service at a rate of $25.00 per hour.
- An approved/signed Student Association encumbrance form must be provided at the time of the order for the food, door monitor, and bar labor (for SA recognized organizations).
- Dining services staff reserves the right to deny service to any person who appears to be intoxicated and/or close down bar service in case of non-compliance with policies or noted problems.
Guidelines for Special Events

Campus Events with Alcohol
Guidelines: See page 39 under Food Services.

Barbecues
Guidelines: See page 37 under Food Services.

Bonfires
Bonfires are not permitted on the SUNY Plattsburgh campus.

Parades and Street Marches
Contact: University Police, Health Center Building, 564-2022 and Plattsburgh City Clerk’s Office, 41 City Hall Place, 563-7702
Guidelines: Prior to planning for a parade or street march, you must first contact University Police to discuss your plans. To request the use of city streets for an event such as a parade or street march, a written request must be submitted to the City Clerk’s Office. The request must specify the section of street to be used, the purpose of the event, and the start and end times of the event. The request will be forwarded to the City Common Council for review and will be voted on at the following Council meeting. You should allow for a minimum of two weeks for a request to be processed, but realistically you should plan on at least four weeks.

Films
Contact: Office of Student Activities and Volunteerism, 101 Angell College Center, 564-4830, studentactivities@plattsburgh.edu
Guidelines: The Federal Copyright Act governs how copyrighted materials, including films, may be used. If a movie is to be shown for a “public performance” (outside of a private home), you must obtain a public performance license. Please understand that there is a cost (sometimes quite significant) for showing a film (or clips from a film) in public. You CAN NOT rent a movie from Blockbuster, Netflix, the Angell College Center Desk, etc. and show it at a meeting or event without a public performance license. You CAN NOT purchase a copy of a movie and show it at a meeting or event without a public performance license. Even for most “educational” purposes, a public performance license is
required. For information on how to obtain a public performance license, stop by the Center for Student Involvement. If you show a film (or clips) without obtaining a license, you are in violation of federal law punishable by fine and/or the campus judicial system.

**Parties**

*After Hours in the Angell College Center*

Guidelines: For events that occur in the Angell College Center after normal operating hours, special guidelines must be taken into consideration.

- A Facility Reservation Form requesting the extra hours must be submitted to the Angell College Center Office (106 Angell College Center) at least 14 days prior to the event. The event must be approved for extended hours before proceeding.
- Events may not last beyond 2 AM. It is the responsibility of the group sponsoring the event to end it promptly at that time. Any additional time required for people to exit the building, removal of equipment, etc. should be kept to a minimum and will be added to the overtime charge.
- After normal operating hours, all entrances to the building will be locked except the main entrance and the one to the back courtyard. A sign will be placed on these doors asking that only those attending the event enter the building.
- An Angell College Center Supervisor, plus an Angell Center Desk Staff member will be required to remain on duty until the end of the event. Overtime rates will be $15.00 per hour for supervisors and $12.00 per hour for staff and will be charged back to the event sponsor.
- Any ticket sales for the event will be handled by the Angell College Center Information Desk. Ticket sales will not occur after 1:30 AM.
- A University Police Officer presence will be required for most events past midnight that involve DJ’s, live music, dancing, non-SUNY Plattsburgh participants, etc. The cost for this coverage will be the responsibility of the event sponsor. Events that are deemed as not requiring UP presence may be exempt from this based on factors such as the presence of college professional staff, the nature of the event, etc. This determination will be made by the Director of the College Center in consultation with University Police.
- Cancellation of an event must be made at least seven days before the scheduled date, or University Police charges will be levied against the organization.
- A member of the sponsoring organization’s executive board is required to be present at the event at all times and must touch base with the Angell College Center Supervisor every hour while the event is taking place. The sponsoring organization is responsible for the conduct and behavior of the attendees of the event.
- No individuals under the age of 16 may enter the event.
- University Police and/or the College Center staff have the authority to determine that an event has reached a maximum capacity and that no further admission should occur. In this case, the Angell College Center Desk should be notified to cease ticket sales.
• At the discretion of the College and its personnel, other security measures may be imposed depending on the nature of the event (ex: use of a metal detector, ID’s produced to enter the event, requiring a SUNY Plattsburgh student to officially host a non-SUNY Plattsburgh student for the duration of the event, etc.).
• Final discretion on these types of events, including exceptions or modifications to the above guidelines will be made by the Director of the College Center with consultation with the Director of Campus Activities.

**Non-SUNY Plattsburgh Guests**

As per Section 13 of the College Regulations Regarding Student Clubs, Organizations, and Intercollegiate Athletic Teams (Appendix A), clubs, organizations, and Intercollegiate Athletic Teams are responsible for informing their guest(s) of College Regulations and will be held accountable for the behavior of their guest(s).

**Ticketed Events**

Contact: Angell College Center Information Desk, 564-2121
Guidelines: Tickets sold at the Angell College Center Information Desk should be received at least one day prior to the time they are to go on sale. Tickets should be on sale at least one week prior to an event. “Reserved Seat” tickets will not be handled through the Angell College Center Desk. Tickets must be consecutively numbered and of one price only. If more than one price is involved, a separate group of numbered tickets must be used for each price involved. Tickets of different prices must be marked accordingly and preferably be a different color. Numbers must be clearly legible on the front of the tickets. Tickets should be printed on heavy stock paper. Information on the ticket should include the event title, date, time, location, price, and sponsor. Ticket money must be deposited directly into an account established through College Auxiliary Services or Student Accounts, as appropriate. Please have this information available when dropping off tickets. The Angell Center is responsible for ticket sales at the Information Desk only. If tickets are picked up to sell “at the door”, the sponsoring organization becomes responsible. Door sale revenue must be deposited directly by the organization and should not be returned to the Angell College Center Information Desk. The Angell Center will not provide change banks for door sales. Also note, the Angell Center will not refund money or exchange tickets unless an event is cancelled and a controlled refund policy system is in place. The Angell Center will not deal with discount coupons or complimentary tickets unless separate tickets designated for that purpose are provided. The Angell Center is not responsible for lost or stolen tickets. Please note that ticket sales for all events will end by midnight on the night of the event unless the event is scheduled to run until 2 AM (those sales will end by 1:45 AM).
Special Privileges

Organization Mailboxes

Contact: Deb Brunner, Angell College Center Information Desk, 564-4844, brunnedk@plattsburgh.edu
Guidelines: Recognized Student Association organizations are assigned mailboxes behind the Angell College Center Information Desk where they will receive information from the SA, as well as other campus offices. They may also receive mail from off campus to these boxes. Organization Vice Presidents pick up the mail. Groups may not go behind the desk to pick up their own mail or to put mail in other boxes. Only Information Desk Staff are authorized to do this.

Project HELP Mailboxes

Contact: Project HELP, Office of Student Activities and Volunteerism 101 Angell College Center, 564-3648, projecthelp@plattsburgh.edu
Guidelines: Mailboxes are available in the Project HELP office for recognized organizations that wish to receive regular updates about volunteer service opportunities in the greater Plattsburgh community. To sign up for a mailbox, provide Project HELP with the name of the organization and a contact person (including name, phone number, address, and email address). You are expected to check the mailbox routinely.

Bulletin Boards in the ACC

Contact: Deb Brunner, Angell College Center Information Desk, 564-4844, brunnedk@plattsburgh.edu
Guidelines: Bulletin board space in the Angell College Center is available on a space available basis. Only officially recognized Student Association organizations are eligible for assignment of space available bulletin boards. Assignment of space is made by the Assistant Director of the College Center or either a short-term or long-term basis. Such requests should be made by written memorandum. Requests should include the name of the organization, the reason for needing a bulletin board, the display time needed, and a contact person. Bulletin boards must be maintained in suitable condition at all times. When a board is neglected or in need of attention, the board holder may receive notice of this fact with a deadline of two week from the notice to attend to the board. If it is not attended to within this time period, the board may be forfeited.
**Multicultural Suite**

Contact: Allison Swick-Duttine, Center for Organization Development, Angell College Center 204, 564-4825, swickan@plattsburgh.edu

Guidelines:

Only clubs/organizations that maintain active membership in the Multicultural Alliance are eligible to use the Multicultural Suite (on the 3rd floor of the Angell College Center). Active membership is determined by consistent attendance at weekly meetings and shall be monitored by the Multicultural Alliance members and the Program Coordinator(s) for Organization Development.

To reserve the Multicultural Suite, groups indicate the date and time the room will be used on the calendar located on the door to the suite. Reservations will be accepted on a first come, first serve basis.

Only the Executive Officers (President, Vice President, Secretary and Treasurer) of Multicultural Alliance organizations shall be allowed entry to the room via SUNY ID card access. The Program Coordinator(s) for Organization Development will be in charge of submitting names to grant access upon receiving Semester Recognition Forms at the beginning of each academic semester.

It is the responsibility of all groups to maintain the cleanliness of the Multicultural Suite and to report any problems with the room, the supplies or the computers to the Program Coordinator(s) for Organization Development or to the Director of Fraternity/Sorority Life & Organization Development.

**Student Association Office Support**

Contact: Melanie Wyand, Student Association, 203 Angell College Center, 564-3200, melanie.wyand@plattsburgh.edu

Guidelines: Student Association recognized organizations are entitled to a number of resources through the office that might assist them in promoting the mission of their group. These privileges include use of the copy machine, paper cutter, telephone (for SA related calls), and storage for club/organization belongings. Additionally, the SA employs two Directors of Communication who can help groups with marketing themselves and their events, as well as creating tickets and posters for programs. Stop by the office to find out specific guidelines for requesting the services of these Directors.
Use of Vehicles

Van Driver Eligibility
Contact: Donna Gadue, Maintenance & Operations, 564-5019, smithdj@plattsburgh.edu or Larry Allen, Kehoe 602, 564-3282, lalle001@plattsburgh.edu or Human Resource Services, Kehoe 912, 564-5062

Guidelines:

Travel in fleet vehicles owned or leased by the College is for SUNY Plattsburgh faculty, staff, and students and for official College business.

All drivers of fleet vehicles must hold a valid United States driver's license, have completed their probationary period for their driver's license, and not hold a restricted use license to operate vehicles. A copy of the driver's license must be on file with the campus prior to the trip. In addition, each driver must enroll in the NYS License Event Notification System (LENS) program and have completed the campus approved van safety training program prior to the trip. The LENS form may be obtained by contacting University Police. To enroll in the van safety training program, contact Larry Allen via email or phone.

All drivers must be at least 20 years of age, have a valid non-probation United States driver's license, and be an employee or authorized volunteer of the College. Employees, authorized volunteers, and students who do not possess a New York State driver's license must provide University Police with a copy of their driving abstract each semester. Individuals holding international drivers' licenses will not be allowed to operate vehicles.

Students and staff drivers who are not driving a van as part of their employment with the college (not getting paid to drive), should be added to a list of authorized volunteers maintained by the College. Stop by Human Resource Services (Kehoe 912, 564-5062) to complete paperwork necessary to be added to this list.

The only person authorized to drive the state vehicle is the name listed on the vehicle request authorization to travel form.

All drivers must abide by the Vehicle and Traffic Laws and other appropriate laws when operating a vehicle on state business including, but not limited to the following:

- Maintain the proper speed. If no limit is posted, drive no faster than 55 mph. Speeding ticket fines are doubled in work zones, even when the workers or work vehicles are not there.
· Signal before turning or changing lanes.

· Allow enough space between your vehicle and the one ahead of you so you can stop safely if the other vehicle stops suddenly.

· Wear your seatbelt.

· Do not drive if you are very tired, are on medication, or have been drinking alcoholic beverages. Schedule regular stops, every 100 miles or two hours.

**Reserving and Using College Vans**

Contact: Donna Gadue, Maintenance & Operations, 564-5019, smithdj@plattsburgh.edu or Melanie Wyand, Student Association, 203 Angell College Center, 564-3200, melanie.wyand@plattsburgh.edu

Guidelines:

For Student Association and Residence Hall Programming, use of 12 and/or 15 passenger vans is restricted to a radius of 60 miles from the College. For travel beyond a 60 mile radius, Student Association and Residence Hall Programming must use mini vans or use a vehicle from a rental agency.

State owned/leased vehicles may be used for transporting students only for the purpose of field trips required for an instructional or research program or to intercollegiate competitions in such fields as athletics, speech, music and drama, and other social, recreational, cultural, and educational programs authorized by the President and his/her designee. State vehicles may be assigned to students or authorized volunteer drivers for the purpose of conducting official business of the student Association.

Fleet vehicles are reserved by completing a Vehicle Request Authorization Form and sending it to the Facilities Office. This form is available at [http://www.plattsburgh.edu/offices/admin/businessaffairs/facilities/forms.php](http://www.plattsburgh.edu/offices/admin/businessaffairs/facilities/forms.php).

A Vice President or designee must approve all out-of-state travel prior to the scheduled trip.

The cost of using college vans is 50 cents per mile.

Drivers requesting the handicapped van must complete technical training on how to properly operate the van before it is released for use.

Drivers towing small utility or boat trailers must be specifically trained to do so. Only trained drivers will be approved for trailer towing, on a limited basis.
The College reserves the right to refuse to release a vehicle for travel purposes due to inclement weather.

If a traveler is unable to return the vehicle at the scheduled time or if a trip is cancelled, notification must be provided to the Maintenance Operations Center (564-5044).

**Renting Vehicles and Use of Personal Vehicles**

Contact: Melanie Wyand, Student Association, 203 Angell College Center, 564-3200, melanie.wyand@plattsburgh.edu

Guidelines:

Student organizations may rent vehicles from agencies such as Enterprise when there is money designated in their budget to do so. Travel must be related to the core values and mission of the club or serve as a bonding activity for the group. Again, the finance board must approve the purpose of the trip at the time budgets are determined. A written quote from the rental agency must be submitted to the Student Association before the trip so that the funds can be encumbered. Student organizations may also use personal vehicles for travel, providing the reimbursement money has been approved in their budget and that they have encumbered for the funds prior to the trip.
Appendix A

COLLEGE REGULATIONS REGARDING STUDENT CLUBS, ORGANIZATIONS AND INTERCOLLEGIATE ATHLETIC TEAMS

When students violate College Regulations they may be held accountable for their conduct under the regulations in the Student Conduct Manual; likewise clubs, organizations, and teams in violation of College Regulations may also be held accountable for their conduct or the conduct of their members under the regulations in the Student Club, Organization and Intercollegiate Athletic Team Conduct Manual. All Student Association sponsored or recognized clubs and organizations, all Fraternities and Sororities recognized by SUNY Plattsburgh, and all Intercollegiate Athletic Teams are responsible for these regulations. This includes student clubs, organizations and Intercollegiate Athletic Teams both on and off campus. Such action by the College does not preclude action by the Student Association or other individual governing bodies.

Section 1: Aiding and Abetting

1.01 A club, organization, or Intercollegiate Athletic Team aiding and abetting another person or group in violation of a College Regulation will be subject to disciplinary action.

In certain instances, e.g. illegal alcohol events, violation of City Building Code, hazing, the organization president and/or the appropriate organization officer(s) may be subject to college disciplinary action for violation of Part I, College Regulations; Section 2: Aiding and Abetting, on page 1 of the Student Conduct Manual.

1.02 A club, organization, or Intercollegiate Athletic Team that helps a group that has lost College recognition, or facilitates the existence of a group that has lost College recognition will be subject to disciplinary action.

Section 2: Alcohol

2.01 The Alcohol Policy of the College is in compliance with New York State Law, which prohibit the following:

- Sale of Alcohol without a license
- Sale or giving of any alcoholic beverage to any person under the age of 21
- Purchase of any alcoholic beverage by a person under the age of 21
- Possession of alcohol with the intent to consume any alcoholic beverage by any person under the age of 21
- Possession of an open container in a Public Place
2.02 Possession of an open container on the SUNY Plattsburgh campus, outside the legal and personal possession in Residence Halls, as defined in the Residence Hall Manual, or at an event catered by Campus Dining Services, is prohibited.

2.03 Clubs and organizations are in violation of College Regulations if any individuals under the age of 21 are in possession of alcoholic beverages at an activity sponsored/hosted by the club or organization.

Section 3: Pledging/new member activities

Clubs, organizations, and Intercollegiate Athletic Teams that are not in compliance with pledging/new-member education requirements as outlined in the Fraternal Standards Manual, Hazing: A Trust Betrayed, Student Athlete Handbook and the Student Athlete Code of Conduct are in violation of College Regulations relating to recognized students clubs and organizations.

Section 4: Damage to Property

Willful or careless destruction, defacement of or tampering with College property or property of others is prohibited.

Section 5: Disorderly Conduct

5.01 Any offensive or disorderly act or display which interferes with the rights of others is prohibited.

5.02 Harassment, threats, physical abuse or the threat of physical abuse including bias related incidents, is/are prohibited.

Section 6: Drugs

6.01 Illegal possession of, or using, controlled drugs, as defined in the New York Penal Law, is prohibited.

6.02 Sponsoring/hosting an activity at which illegal drugs are used constitutes a violation.

Section 7: Endangerment

Reckless or intentional acts that endanger, or put at risk, the welfare of group members or others are prohibited. Threats, in any form, of behavior that could endanger oneself or others is prohibited. Compromising the security measures of the campus will constitute a violation of College Policy.
Section 8: Facility and Vehicle Violations

Members of clubs and organizations using college facilities or vehicles are expected to know and abide by the regulations governing that facility or vehicle.

Section 9: Failure to Comply with Directions of a College Official(s)

9.01 Failure to Comply with the directions of College Officials acting in performance of their official duties is prohibited.

9.02 Failure to follow all rules and regulations established by the College pertaining to Greek Fraternal Organizations, as outlined in the Fraternal Standards Manual, or pertaining to Intercollegiate Athletic Teams as outlined in the Student Athlete Handbook and the Student Athlete Code of Conduct will constitute a violation.

Section 10: False Alarms, Fire Safety

10.01 Intentionally setting a fire without proper authorization, or giving false alarms of fire is prohibited.

10.02 Tampering with fire alarm devices or fire equipment is prohibited.

10.03 Failure to adhere to fire evacuation procedures is prohibited

Section 11: Falsification of Information

11.01 Willful falsification of information on College records or to College officials or to Local Government Officials is prohibited.

11.02 Willfully providing false information for purposes of obtaining services is prohibited.

Section 12: Firearms, Fireworks, Explosives, and Weapons

12.01 It is prohibited to carry or contain firearms, ammunition, gun powder, air rifles, air pistols, paintball guns, or guns of any kind on campus.

12.02 Possession or use of fireworks on the College campus is prohibited.

12.03 Possession or use of knives or other weapons, dangerous chemicals, explosive materials, except as authorized in supervised academic programs, is strictly prohibited on the College campus or at group sponsored events.
Section 13: Guests

Clubs, organizations, and Intercollegiate Athletic Teams are responsible for informing their guest(s) of College Regulations and will be held accountable for the behavior of their guest(s).

Section 14: Hazing

14.01 Hazing as defined in the booklet: “Hazing: A Trust Betrayed”, available in The Dean of Students Office, Kehoe 6th Floor, in every form is prohibited. This includes hazing which involves the forced consumption of alcohol or drugs.

Section 15: Obstruction of College Activities

Obstruction of teaching, research, administration, disciplinary procedures or other College activities, including public service functions or other authorized activities, is prohibited.

Section 16: Sexual Exploitation and Sexual Harassment

16.01 Sexual Exploitation is prohibited
16.02 Sexual Harassment is prohibited

Section 17: Theft

17.01 Theft of property on the College campus or at sponsored events is prohibited.
17.02 Theft of services on the College campus or at sponsored events is prohibited.
17.03 Removal of College property from common use areas is not permitted.
17.04 Removal of books or other items from College facilities without following prescribed procedures is prohibited.
17.05 Possession of property illegally procured is prohibited.

Section 18: Trespass

Entering any College facility except in accordance with established regulations is prohibited.

Section 19: Use of the College Name

Use of the name or logo of the College is prohibited unless specifically authorized in writing by the President of the College or
delegated representative. Clubs, organizations, and Intercollegiate Athletic Teams are prohibited from falsely presenting themselves as entities of the College beyond the normal scope of activities of said club, organization, and Intercollegiate Athletic Team.

Section 20: Violation of Sanctions

Clubs, organizations, and Intercollegiate Athletic Teams in violation of any sanctions placed upon them are in violation of College Regulations and may be subject to further disciplinary action or an additional sanction described in the Governance section V of this manual.

Section 21: Violation of Student Association Legislation

Violation of any Student Association legislation pertaining to Student Association recognized and/or sponsored student groups e.g. Student Bill #4 of the 45th Legislation, The Risk Management Policy, will place such group in violation of College Regulations.

Section 22: Violations of Civil or Criminal Law

Clubs, organizations, and Intercollegiate Athletic Teams in violation of local, state or federal laws are in violation of College Regulations. Such violations may be established independent of and prior to an off campus conviction.

Section 23: Violent Behavior

23.01 Violent Behavior is prohibited
23.02 Behavior that is considered stalking is prohibited
23.03 Dating violence and domestic violence are prohibited
23.04 Sexual assault is prohibited
GOVERNANCE

Governance pertains to procedures by which Student Association Clubs and Organizations, Fraternities and Sororities, and Intercollegiate Athletic Teams (hereinafter referred to as groups in this section) are held responsible for college rules and regulations which include state and local laws. Rules and regulations developed by the Inter-Fraternity Council and the Inter-Sorority Association specifically for Fraternities and Sororities are handled through procedures outlined in the respective constitutions of each.

I. College Regulations

All rules and regulations set forth in the Student Conduct Manual and the Housing Manual are applicable to all recognized student clubs, organizations and teams and they will be held responsible for violation of any such regulations.

II. Structure of the College Adjudication System for Recognized Student Clubs, Organizations and Intercollegiate Athletic Teams

A. Dean of Students

The Office of the Dean of Students is responsible for the College Adjudication System for recognized student clubs, organizations and Intercollegiate Athletic Teams and the system is under the direction of the Dean of Students.

This office is charged with the responsibility for seeing that due process is provided to groups charged with violating college regulations. To accomplish this task, the Dean of Students has the following responsibilities:

1. To publish and revise as needed Student Club, Organization, and Intercollegiate Athletic Team Conduct Manual, which details those college regulations for which all student groups will be held accountable through the College Adjudication System for Recognized Clubs, Organizations and Intercollegiate Athletic Teams.

2. To receive written charges against groups for alleged violations of college regulations as set forth in the Student Club, Organization, and Intercollegiate Athletic Team Conduct Manual.

   a. To set up preliminary discussions to discuss the charges and the rights of the group. The principal officer of the group will represent the group at this preliminary discussion and throughout the process i.e. Chapter or Club President Team Captain, etc.
b. To determine the sanction(s) to be applied when the group accepts responsibility for the charge.

c. To schedule and chair the College Committee for Group Review (see Section B) if the group does not accept responsibility for the charges filed against it.

3. To communicate officially all charges and decisions to each group so charged and to other college officials whose relevant interest necessitates their being informed.

4. To maintain the college’s official adjudication records.

B. College Committee for Group Review

1. The College Committee for Group Review is composed of the Dean of Students (who shall serve as its chair) or designee and the following:

   **When a Greek Fraternal Organization is involved:**
   - President of the Inter-Fraternity Council or Inter-Sorority Association or designee
   - The Vice President for Standards for the Inter-Fraternity Council or Inter-Sorority Association or designee
   - Student Association President or designee
   - Director of Student Activities
   - A member of the College Faculty/Staff appointed on an annual basis by the Vice President for Student Association

   **When an SA Club/Organization is involved:**
   - Student Association Vice President for Organizations or designee
   - Student Association Senator appointed on an annual basis by the SA President
   - Student Association President or designee
   - Director of Student Activities
   - A member of the College Faculty/Staff appointed on an annual basis by the Vice President for Student Association

   **When an Intercollegiate Athletic Team is involved:**
   - A student representative from the Student Athletic Advisory Committee chosen by the Athletic Director
   - A team captain from a non-offending team chosen by the Athletic Director
   - Student Association President or designee
   - Director of Student Activities
   - A member of the College Faculty/Staff appointed on an annual basis by the Vice President for Student Association

   Should any one of these individuals be unable to serve, or if it is determined by the Vice President for Student Affairs that there is a potential conflict of interest, the Vice President for Student Affairs will appoint a designee.

   The College Committee for Group Review serves as a panel to hear the case of a group that has not taken responsibility for the charges filed against it.

2. The College Committee for Group Review has the following responsibilities:
a. To hear cases as scheduled.
b. To hear all statements and evidence related to the case in question.
c. To seek answers to all questions pertaining to the statements and evidence presented.
d. To reach a final decision, based upon a preponderance of the evidence presented, on the level of responsibility of the group after a full discussion of the case in closed session.
e. When responsibility is adjudged, to recommend a sanction(s) to the chair.
f. The chair, after consultation with appropriate individuals, will determine the sanction(s) to be applied.

C. Appeal

1. All appeals are dealt with directly by the Vice President for Student Affairs. (See Section III, E.).

2. The Vice President for Student Affairs has the following responsibilities:
   a. To be informed about the statements and evidence presented at the original hearing.
   b. If appropriate, to schedule and hear appeals.
   c. To seek answers to all questions relevant to the case.
   d. To make the final decision.

III. Adjudication Procedures

A. Referral

1. Any member of the college community or Local Government Officials may refer a group for adjudication when it is believed that the group has violated a college regulation as stated in the Student Club, Organization and Intercollegiate Athletic Team Conduct Manual.

2. Referral forms for adjudication may be obtained in the Dean of Students Office located on the 6th floor of the Kehoe Administration Building.

3. Adjudication referrals are forwarded to the Dean of Students.

B. Charges

1. The Dean of Students, upon receiving a referral, determines the charges and sends notice, when appropriate, of the reported violation to the group that has been charged.
2. The notice, in addition to the reported violation, lists the rights and responsibilities of the group and informs them of their appointment for a preliminary discussion.

3. The Dean of Students will review with the Vice President for Student Affairs referrals he/she believes do not warrant charges.

C. Preliminary Discussion

1. The Dean of Students states the charges against the group and reviews the rights of the group.

2. The group may accept responsibility for the charge, or accept another charge which is deemed appropriate by the Dean of Students, at the time of the preliminary discussion. Following that, the Dean of Students accepts the plea and determines the sanction that will be applied. At the Dean of Student’s discretion, the College Committee for Group Review may be convened to review the sanction prior to assignment.

3. The student organization may plead NOT Responsible for the charge(s) during the preliminary discussion.
   a. If the sanction for the violation to which the group has pleaded Not Responsible is not going to be greater than a reprimand, the Dean of Students may determine that the gravity of the sanction is not sufficient to justify a hearing before the College Committee for Group Review. In such a case the Dean of Students will hear the group and make a final reasonable decision of the level of responsibility. If responsibility is adjudged, the Dean of Students determines the sanction that will be applied.

   b. If the sanction for the violation would be greater than a reprimand, the group will have an adjudication hearing before the College Committee for Group Review.

D. Adjudication Hearing

1. An Adjudication Hearing will be held upon the request of a group that pleads Not Responsible whose sanction would be greater than a reprimand.

2. In such a case the Committee for Group Review makes a reasonable decision of responsible or not responsible based on a preponderance of the evidence presented.

3. The Committee may consider a charge that involves an equal or lesser sanction.

4. If responsibility is determined, the Committee recommends a sanction(s) to the chair.

5. A majority of the votes decides the issue.

6. A quorum shall consist of four members of the Committee.

7. All members of the Committee present have a vote. The Chair shall vote only in the case of a tie.
E. Appeal Process

1. A group found responsible of a violation may request an appeal for a sanction considered too severe for the violation. Only those Sanctions greater than Probation with conditions can be appealed.

2. Appeals must be made in writing and submitted to the Office of the Vice President for Student Affairs.

3. The reason for the appeal and a detailed explanation of the reason must be stated in the appeal letter.

4. The letter of appeal must be submitted within 48 hours of the meeting in which the Chair of the College Committee for Group Review informs the principal officer of the group of the sanction to be levied against it. Time limit does not include weekends or college holidays.

IV. The Rights of a Group Charged With a Violation(s)

A. The right to be presumed not responsible until responsibility is established. Responsibility is determined by an admission by the group or by the presentation of information and evidence at a hearing, upon which the College Committee for Group Review or Dean of Students bases a decision of the level of responsibility of the group.

B. The right to be given written notice of the nature of the charges and to be informed of the group's rights. These rights are printed on each charge slip.

C. The right to plead NOT Responsible to the charge and to request a hearing before the College Committee for Group Review.

D. The right to bring witnesses relevant to the case to the hearing.

E. The right to question witnesses and the person making the charge at the hearing.

F. The right, upon written request, of access to all signed statements, or printed evidence before the hearing.

G. The right to appeal any sanction greater than probation with conditions.

H. The right to bring an Attorney to the Committee for Group Review hearing. State University policy permits the presence of an Attorney for privately advising the group at the hearing. An Attorney is not, however, eligible to participate in the hearing, e.g. by presenting the group's case or cross-examining witnesses.

V. Sanctions

A. REPRIMAND - An official written statement from the Dean of Students to a group that a College regulation has been violated and officially advising the group that further violations may result in a more severe sanction. When appropriate, the reprimand may
include, but is not limited to, any or all of the following conditions:

1. Educational program or task - assignment of an educational program and/or appropriate task.

2. College community program or task - assignment of a program and/or appropriate task for the benefit of the College Community.

3. Off-Campus community program or task - assignment of a program and/or appropriate task for the benefit of the off-campus community.

4. Restitution - reimbursement by the group to cover the cost of damage or loss of property or services. Reimbursement may be partial or complete depending on the circumstances.

5. Loss of privileges - removal of activities or privileges for a designated period of time, e.g. - right to rush, recruit, accept new members, right to participate in intramurals, use of college facilities, etc.

B. PROBATION - Loss of good standing as a group within the college community for a specified period. This decision is presented in writing and advises that the group risks separation from the college if there are any further violations. When appropriate, probation may include, but not limited to, any or all of the following conditions:

1. Educational program or task - assignment of an educational program and/or appropriate task during the period of probation.

2. College community program or task - assignment of a program and/or appropriate task for the benefit of the College Community during the period of probation.

3. Off-Campus community program or task - assignment of a program and/or appropriate task for the benefit of the off-campus community during the period of probation.

4. Restitution - reimbursement by the group to cover the cost of damage or loss of property or services. Reimbursement may be partial or complete depending on the circumstances.

5. Loss of privileges - removal of activities or privileges for a designated period of time, not to exceed the period of probation, e.g. - right to rush, recruit, accept new members, right to participate in intramurals, use of college facilities, etc.

6. forfeiture of an Intercollegiate Athletic contest or contests.

C. SUSPENSION OF RECOGNITION - This change in a group's status is for a set period of time during which all activities and privileges of the group are suspended. Should recognition be restored after suspension, the group will be granted Probational Recognition for at least one year. Special conditions affecting eligibility for recognition or special conditions to be in effect upon recognition may be designated.

D. FORFEITURE of an entire or the remainder of an Athletic team’s athletic season.
E. WITHDRAWAL OF RECOGNITION - This change in a group's status requires the group to cease all operations. All campus privileges and college permission for the group to function are revoked.

VI. **Additional Items Relating to the Adjudication System**

A. With the exception noted in paragraph B below, all adjudication hearings are closed. A group who is charged may request, in writing, with justification, permission from the Dean of Students for the hearing to be open to a particular person or persons. The sole discretion lies with the Dean of Students to determine whether to grant such permission. If the number of people exceeds space limitations or if circumstances interrupt the hearing, the Dean of Students may require some or all people to leave the hearing.

B. In cases resulting from charges of Section 14, Hazing, Section 16, Sexual Exploitation and Sexual Harassment, or Section 23, Violent behavior, the alleged victim has the right to bring to the adjudication hearing a counselor for privately advising the alleged victim at the hearing. A counselor is not, however, eligible to participate in the hearing, e.g. by presenting the victim's case or cross-examining witnesses.

C. All Adjudication Hearings will be recorded. Upon request, within the semester of the hearing, the recording is available for review by the group accused.

D. Cameras and tape recorders, other than the college recording device, are not permitted at a hearing.

E. Adjudication Hearings will generally take place in a meeting or conference room in the Angell College Center.

F. A group that violates College Regulations off campus in a way that could adversely affect the normal educational function of the College or could injure or endanger, or put at risk, the welfare of others may be subject to the college’s adjudication system.
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**PURPOSE OF THE FRATERNAL STANDARDS MANUAL**

This manual has been developed to reflect the policies and expectations created by SUNY Plattsburgh and its fraternities and sororities.

All policies are subject to review upon request by the Center for Fraternity/Sorority Life, the Interfraternity Council or the Inter-Sorority Association.

For questions about the interpretation of policies, contact the Center for Fraternity/Sorority Life, Angell College Center 204, at (518) 564-4825.
MISSION & RELATIONSHIP

SUNY-Plattsburgh is committed to a Fraternity/Sorority Community that supports the educational mission of the College while fostering fraternal values and principles. This manual has been developed to support fraternities and sororities and provide information about guidelines that apply to these organizations.

This manual, the Fraternity/Sorority Life website, and the Student Club and Organization Conduct Manual, have been developed to provide comprehensive information to members of the college community.

Mission of the SUNY-Plattsburgh Fraternity/Sorority Community

As the Fraternity/Sorority Community, we promote the principles of friendship, scholarship, leadership, and service while providing an intellectually stimulating and socially diverse college experience. Together, each fraternal organization aims to achieve common goals that enrich the individual, the college, and the community. Members are empowered to reach their full potential, so upon graduation they will emerge from college as better citizens.

Developed & Approved Spring 2005

Mission of the SUNY-Plattsburgh Center for Fraternity/Sorority Life

The Center for Fraternity/Sorority Life provides support, advice, and services regarding chapter operations to the members of Interfraternity Council (IFC) fraternities and Inter-Sorority Association (ISA) sororities, and provides values-based educational programming to assist members in creating a positive fraternal experience encompassing the core principles of Friendship, Scholarship, Leadership, and Service while learning to work through collaboration and interfraternalism within the Fraternity/Sorority Community.

Relationship between the Interfraternity Council, the Inter-Sorority Association and the College Community

The underlying assumption behind fraternities and sororities is that they exist because of the College and as a component of the College. Positive relations with the College and with the City of Plattsburgh are essential for fraternities and sororities. Equally essential for fraternities and sororities are positive relationships with faculty and staff, as well as with students who are not members.

All fraternities and sororities must be members of IFC or ISA and be chartered by the College. First, the appropriate governing council must endorse fraternities and sororities; second, the Committee on Fraternal Affairs then recognizes fraternities and sororities; and finally, the College, under the authority of the College President, formally grants the charter to fraternities and sororities. Endorsement, recognition, or the awarding of a charter are not automatic and may be rescinded if a fraternity or sorority does not meet minimum expectations within a prescribed time period.
EXPECTATIONS & PRIVILEGES

RESPONSIBILITIES OF FRATERNITIES AND SORORITIES
Fraternities and sororities are part of the College and, as such, have the following responsibilities:

- to uphold their fraternal values and exemplify the principles of friendship, scholarship, leadership, and service;
- to complete the Semester Recognition process;
- to submit a monthly report on the first Monday of each month;
- to maintain a minimum chapter cumulative grade point average each semester of a 2.5;
- to maintain a recruitment and new member education program in accordance with IFC, ISA, and college rules and regulations, and New York State Law;
- to foster a collaborative relationship with a faculty/staff advisor, as chosen by the organization;
- to maintain property in conformity with zoning regulations, city building codes, and community standards;
- to observe college, city, county, state, and federal laws and regulations and to cooperate with public officials in the maintenance of Public Order;
- to maintain and adhere to a risk management policy in accordance with their national standards, the appropriate governance council, and the College;
- to carry appropriate licensed group liability insurance listing the College as additionally insured with minimum limits of $1,000,000 per Occurrence and $1,000,000 General Aggregate. (Note: Local organizations will be insured under an umbrella policy maintained by the College. As a result, the actions of one local fraternity/sorority may increase the cost of the insurance premium or the cancellation of coverage for all local groups. Furthermore, risk management violations may result in forfeiture of coverage. In these instances, the local group(s) would be required to permanently secure their own coverage.)

EXPECTATIONS OF MEMBERS
Accepting membership into a fraternity or sorority indicates agreement to abide by the mission and policies set forth by the College, the chapter, the governance council, and the inter/national organization. Failure to agree to uphold these policies will result in forfeiture of membership. Individual violations will be addressed through the appropriate inter/national organization and/or governance council.

In order to be an active member of a fraternity or sorority an individual must be a full-time, matriculated student at SUNY Plattsburgh. Should a student fall below a 2.3 GPA and 12 credit hours they will be considered inactive and thereby ineligible to hold an officer or chairmanship position in their chapter and/or the governance councils or auxiliary organizations. Additional restrictions can be mandated by each chapter.

TYPES OF RECOGNITION
1. Full Recognition grants a fraternity or sorority all rights, privileges, obligation, and appropriate use of College resources.

2. Provisional Recognition is granted for the establishment of a new chapter or re-establishment of a previously chartered chapter. Provisional Recognition provides recognition status for one year after fulfillment of the Criteria for Continued Recognition. During this period of Provisional Recognition a group has rights and privileges as outlined in the Expansion Guidelines.
3. **Probational Recognition** may entail temporary withdrawal of certain college services and benefits. In addition, the College may apply specific sanctions for a specified period of time. These sanctions involve the imposition of a schedule of corrective action. In the event that further infractions occur or if the schedule of corrective action is not met, the College may suspend or withdraw recognition. Examples of reasons for Probational Recognition could include violation of rules set by IFC or ISA, poor academic performance, membership concerns, behavioral concerns, risk management policy violations, and failure to adhere to college regulations or New York State Law.

*Loss of recognition consists of two types:*

1. **Suspension of Recognition** is for a prescribed period of time during which certain activities/privileges may be suspended. Sanctions will involve the imposition of a schedule of corrective action. Should recognition be restored, the chapter will be granted Probational Recognition for one year before reinstatement of Full Recognition.

2. **Withdrawal of Recognition** revokes the charter granted by the College, removes all privileges and requires the chapter to cease all operations. Upon Withdrawal of Recognition, the chapter shall be ineligible to apply for Provisional Recognition for a specified period of time after the group ceases functioning. After the prescribed period of time has elapsed, the organization must meet the requirements for starting a new fraternity or sorority as specified in the Expansion Policy. If the recognition of a local or regional fraternity or sorority is withdrawn, they will not be permitted to return as an organization to SUNY Plattsburgh.

**ACCOUNTABILITY TO STANDARDS: JUDICIAL PROCEDURES**

SUNY Plattsburgh has three systems in place for the resolution of accusations made against fraternities and sororities for violation of college policy or violations of fraternal standards: The Committee for Group Review, the Inter-Sorority Association Judicial Board and the Interfraternity Council Fraternal Conduct Board. In order to maintain the integrity of these systems, the following procedures for dealing with accusation is set forth and agreed upon by the College and the leadership of the Interfraternity Council and Inter-Sorority Association.

1. Accusations for criminal behavior must be reported to University Police.

2. Accusations for violation of college policy or fraternal standards shall be forwarded to the office of the Dean of Students. These accusations can come from any member of the college community, local government officials, or University Police at the conclusion of an investigation, whether a criminal case is filed or not.

3. Once an accusation is received by the Dean of Students office, the Fraternal Standards Group, comprised of the Dean of Students, the Director for Fraternity/Sorority Life, Vice President for Standards on the Interfraternity Council if a fraternity is involved, Vice President for Standards on the Inter-Sorority Association if a sorority is involved, University Police Assistant Chief or investigator, will decide which process the situation will be adjudicated through, or if further investigation is needed before a decision can be made.

4. If further investigation is needed University Police will, in most cases, conduct the investigation. After the investigation is complete the Fraternal Standards Group will re-convene to make the decision of which process will be used to adjudicate the case.

5. It could be determined by the group that both systems could or should be used. The Fraternal Standards Group, in this situation, will determine the order in which the processes deal with the accusations and what accusations
each system will hear.

6. In the event that the Fraternal Standards Group cannot come to a majority consensus regarding any part of the process, the Dean of Students will refer the situations to the Chief Student Affairs Officer who will make a final decision on the matter.

**PRIVILEGES OF RECOGNITION**

The Chapter Accreditation Program (CAP) is a student-driven program to assist fraternities and sororities in monitoring and improving their own activity and performance. Fraternities and sororities are evaluated annually and given a ranking between one and five stars. Incentives are tied to the level of chapter performance.

All chapters that achieve three stars or higher are considered “accredited” and receive privileges of recognition. Five-star chapters receive special privileges. Use of incentives must adhere to the policies of SUNY Plattsburgh, IFC/ISA, and the international organization. Failure to abide by these policies may result in their revocation.

**Privileges of Accredited (“Three Star”) Chapters**

- Access to all programs and services provided by the Center for Fraternity/Sorority Life, IFC & ISA.
- Use of the SUNY-Plattsburgh name to identify association with the institution and access to campus facilities for recruiting, programming, fundraising, and publicity purposes.
- Use of College Auxiliary Services facilities at no charge for meetings and events.
- Free organizational email address, web page, mailbox, and custodial banking account through CAS>
- Access to publicity through University publications, website, and communication channels.
- Access to phone, fax, mail, copy and computer services through the Center for Fraternity/Sorority Life.
- Qualification for the “Most Improved Chapter” Award and up to $1,500 placed in a CAS account.
- Access to Alcohol-Free Social Programming Grants & Faculty Advisor Development Funds.
- Opportunity to apply for special event funding through the Student Association, College Auxiliary Service Grants, and Wellness Grants.
- Access to free alumni and potential member mailing labels.
- Privilege of having organizational flag hanging in the Angell College Center Skylight Café.
- Ability of members to apply for Gamma Sigma Alpha, Order of Omega, and Rho Lambda honor societies.
- Ability to request group living accommodations in residence halls through the Office of Housing.
- Ability to post flyers and promotional materials in residence halls bulletin boards and mailboxes.
- Ability to request access to residence hall lounges for programming.
- Ability to conduct philanthropic coin drives in residence halls.
- Ability to order fraternity/sorority merchandise through the College Store.
- Ability to participate in intramurals.

**Privileges of Five-Star Chapters (All of the above plus the following):**

- $1,000 placed in a College Auxiliary Services account to be used for chapter programming/fees.
- Registration/travel for a member to attend the Undergraduate Interfraternity Institute or FuturesQuest.
- Chapter banner displayed at a higher tier in the Skylight Cafe over a sign designating five-star status.
- Commemoration as a Chapter of Excellence during Fraternity/Sorority Homecoming Alumni presentation.
- Chapter recognition in Fraternity/Sorority Life publications/presentations.
- Permitted to decorate the Fraternity/Sorority Bulletin Board in the Angell College Center with their chapter information. Display will remain for 30-90 days (depending on the number of Five-Star Chapters).
- A press packet will be sent about Five-Star Chapters via the Office of Institutional Advancement.
- Five Star chapters whose new members maintain or improve their GPAs as the semester they pledge for both the Fall and Spring semesters and who have made their new member education programs public documents, will be permitted to pledge first semester freshmen the following semester.
- Qualification for the Most Outstanding Chapter Award, which includes an additional $1,500.
POLICIES

RECRUITMENT GUIDELINES AND ELIGIBILITY
Fraternities and sororities are able and encouraged to recruit new members through an open and continuous process. The number of recruitment events and new member classes can be unlimited throughout the semester. However, membership bids/invitations expire at the end of the semester in which they are issued.

First semester freshman and transfers cannot pledge, join, or accept any form of membership in a fraternity or sorority but may attend recruitment functions. In order to be eligible to participate in recruitment, an individual must be a SUNY-Plattsburgh student. In order to be eligible to pledge, join, or accept any form of membership in a fraternity or sorority, a student must have completed 12 credits at SUNY-Plattsburgh and have a 2.3 cumulative GPA or higher. Failure to comply with this guideline is a violation of College Regulations and may result in suspension or dismissal from the College.

Exceptions to this rule follow:

- Transfer students with at least a 2.3 cumulative GPA and 12 credits that transferred from another institution may appeal these guidelines by filing an Application to Join a Fraternal Organization through the Center for Fraternity/Sorority Life at least one week before signing a Membership Acceptance Card. This form must be accompanied by a copy of their CAPP Report and written approval by a parent or guardian if the student is under the age of 21. If the parent/guardian denies approval, the student will be ineligible to join. They may not begin a new member education program until approved in writing from the Center for Fraternity/Sorority Life.

- Five-star chapters will be granted special exceptions:
  - Those five-star chapters whose new members group GPAs stayed the same or improved the semester they pledged for both the fall and spring new member classes and who have made their new member education programs public documents, will be permitted to pledge first semester freshmen the following fall semester.

SUNY-Plattsburgh has a zero tolerance policy for ineligible membership. Students who pledge, join, accept membership or affiliate in any way with a fraternity or sorority when they do not meet the minimum membership requirements are thereby in violation of College Regulations and are subject to judicial referral which may result in disciplinary action ranging from suspension to expulsion. Furthermore, any member involved will be held personally accountable and liable for sanctions, including suspension from SUNY Plattsburgh if found responsible for violations of college regulations related to ineligible membership (e.g. aiding and abetting, hazing, risk management violations, etc.) College judicial charges will also be filed against the organization, which may result in disciplinary action ranging from suspension to withdrawal of recognition.

MINIMUM CHAPTER MEMBERSHIP REQUIREMENTS
Single member organizations do not meet the definition of a fraternity or sorority, which is an association or society of men or women, which implies a group of students. Fraternities or sororities whose membership consists of only one person will not be recognized as accredited through the Chapter Accreditation Program and will therefore, lose recognition.
STATEMENT ON UNRECOGNIZED GROUPS
Repeated violations of College policies may result in a group losing recognition from the college, the inter/national, and the respective governance councils because they have damaged the reputation of the Fraternity/Sorority Community, violated students’ rights, and endangered their welfare. Students may not join these organizations.

Students who pledge, join, accept membership, or affiliate in any way with a former fraternity or sorority whose recognition has been withdrawn are thereby in violation of College Regulations and are subject to judicial referral which may result in disciplinary action ranging from suspension to expulsion. Students who assist in perpetuating these organization are subject to the same disciplinary action.

NEW MEMBER EDUCATION/PLEDGING
The following requirements outline the minimum expectations for each fraternity and sorority:

• SUNY-Plattsburgh takes a zero tolerance approach to hazing. All members are expected to read and comply with the publication, Hazing: A Trust Betrayed. It is the responsibility of members of the Fraternity/Sorority Community to report hazing incidents. If a fraternity or sorority questions whether an activity is acceptable, they should contact the Director of Fraternity/Sorority Life with questions, comments, or concerns. The Director will assist the group in developing an educational new member program without hazing.

• Fraternities and sororities are required to submit Membership Acceptance Cards to the Center for Fraternity/Sorority Life within 72 hours of the actual presentation of bids.

• All new member program activities will cease prior to 1 a.m. on class nights (Sunday – Thursday) and will not start before 7 a.m. on class days (Monday – Friday). Exception for good reason may be granted by the Committee on Fraternal Affairs upon written request from the affected group.

• All new members shall be given the opportunity to get at least eight uninterrupted hours of sleep in their own place of residence.

• Fraternities and sororities are required to inform the Center for Fraternity/Sorority Life if a student formally depledges within 72 hours of the decision. An exit interview will be scheduled with the new member, the faculty advisor, and the Director of Fraternity/Sorority Life.

• Fraternities and sororities are required to send a letter to parents of new members within two weeks of the first day of new member education. A sample letter is available in the Center for Fraternity/Sorority Life. A letter of introduction, including the Hazing: A Trust Betrayed pamphlet and chapter comparative statistics, will also be sent by the Center for Fraternity/Sorority Life.

• All new members must attend the New Member Orientation Workshop sponsored by the Center for Fraternity/Sorority Life at the first opportunity that it is offered once they pledge. At that workshop, each new member/associate/pledge will be presented the publication Hazing: A Trust Betrayed and a New Member Bill of Rights form which outlines the rights and responsibilities of students who are pledging. Students will be asked to sign and return a copy of this form at the completion of the workshop.

• New members may wear a pledge pin. Members also have membership badges/pins that should be worn simultaneously.

• Fraternities and sororities are required to submit a Record of New Initiates to the Center for Fraternity/Sorority Life at least 72 hours prior to initiation. If a student decides not to be initiated, they must inform the Center for Fraternity/Sorority Life and schedule an exit interview.
RISK MANAGEMENT POLICY

The Risk Management Policy of SUNY-Plattsburgh includes the provisions which follow and shall apply to all fraternities and sororities and all levels of membership. All fraternities and sororities must meet or exceed these standards. When an organization also has an inter/national risk management policy, the chapter must abide by the stricter policy.

Alcohol and Drugs

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES while on chapter premises or during a fraternity/sorority event, in any situation sponsored or endorsed by the chapter, or in any event an observer would associate with a fraternity/sorority, must be in compliance with any and all applicable laws of the state, province, county, city, and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines of FIPG, Inc.

2. No alcoholic beverages may be purchased through chapter funds nor may the purchase of the same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. The purchase or use of a bulk quantity of common sources of such alcoholic beverage, e.g. kegs or cases, is prohibited.

3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity/sorority, without specific invitation, where alcohol is present, shall be forbidden.

4. No members, collectively or individually, shall purchase for, or sell alcoholic beverages to any minor (i.e. those under legal “drinking age”).

5. The possession, sale or use of any ILLEGAL DRUGS or controlled substances while on chapter premises (whether owned or rented) or during a fraternity/sorority event or at any events that an observer would associate with the fraternity/sorority, is strictly prohibited.

6. No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present.

7. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups, or organizations.

8. All recruitment/rush activities associated with any chapter will be a DRY function. A recruitment event is defined as any fraternity event where potential members are present.

9. No member shall permit, tolerate, encourage, or participate in “drinking games”.

10. No alcohol shall be present at any pledge/associate/new member program, activity, or ritual of the chapter.

Hazing

No chapter, colony, student, or alumnus shall conduct nor condone hazing activities. Any activities that may be construed as hazing are specifically and unequivocally prohibited. As mandated by the SUNY-Plattsburgh Student Conduct Manual:

“Hazing in every form is prohibited. Hazing is considered to be interference of personal liberties of others and includes any act of domination by some students over others which may lead to injury, emotional disturbance, physical discomfort, or humiliation.”
“Harassment by banter, ridicule, or criticism or playing abusive or humiliating tricks or pranks are prohibited. “Hazing which involves the force consumption of alcohol or drugs is prohibited.”

Furthermore, hazing as described in the publication “Hazing: A Trust Betrayed”, the Fraternal Standards Manual and the FIPG, Inc. Risk Management Policy or as determined by the international is prohibited.

Sexual Abuse and Harassment
The fraternity/sorority will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions which are demeaning to women or men including, but not limited to, date/acquaintance rape, domestic violence, stalking, gang rape or verbal harassment.

Fire, Health and Safety
1. All chapter houses or facilities utilized for organizational functions should meet all local fire and health codes and standards.
2. All chapter facilities should have posted by common phones emergency numbers for fire, police, and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapter facilities should comply with engineering recommendations as reported by the insurance company.
4. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house is expressly forbidden.

Education
Each Fraternity/sorority has the responsibility of annually instructing its students and alumni in the SUNY-Plattsburgh Risk Management Policy for Fraternity/Sorority-Letter Fraternal Organizations. Additionally, all students shall receive a copy of the said risk management policy each semester and sign the “Group and Member Statement of Agreement” as part of the Semester Recognition Packet.

Enforcement
The enforcement for this risk management policy and all risk management policies applicable to a Plattsburgh State fraternity/sorority is the responsibility of all members of the SUNY-Plattsburgh community. More specifically, each fraternity/sorority and all members of these organizations will be made aware of all risk management policies that apply and will be required to agree to uphold and enforce these policies. The success of enforcement will be based on the willingness of all members of the Fraternity/Sorority Community to be involved. Each member of the Fraternity/Sorority Community must pledge to uphold and enforce these risk management policies by signing the “Group and Member Statement of Agreement” as part of the Semester Recognition Packet.

Individuals who wish to report an alleged violation of the SUNY-Plattsburgh Risk Management Policy for Fraternities and Sororities will notify the Vice President for Student Affairs or the Director of Judicial Affairs, or the University Police. Charges will be reviewed and forwarded to the appropriate board for adjudication.

ACADEMIC POLICY

1. Each fraternity and sorority must maintain a cumulative 2.5 GPA.

2. The cumulative GPA will be based on active and inactive members as long as they are enrolled at SUNY-Plattsburgh unless they have officially withdrawn their membership to the organization.

3. If a fraternity or sorority falls below 2.5 during any given semester, the organization will:
   a. meet with and submit to the Director of Fraternity/Sorority Life a written academic plan to raise the organization’s GPA.
   b. Have one semester to raise overall GPA to 2.5.

4. The fraternities/sororities that fail to raise the GPA to 2.5 in the following semester but have submitted a written academic plan and are working with the Director of Fraternity/Sorority Life, may request an extension to the Committee on Fraternal Affairs.

5. Any fraternity/sorority that does not raise GPA as described above will be placed on suspension. During suspension of recognition all activities and privileges may be suspended.  


EXPANSION POLICY

Any new group interested in forming a fraternity or sorority must be affiliated with an inter/national organization and must be incorporated by the State of New York.

Students wishing to form a fraternity or sorority must have a minimum cumulative GPA of 2.3 and have earned 12 credit hours at Plattsburgh State.

Groups wishing to start a fraternity or sorority will proceed through three phases of expansion: interest group, colony, and chapter.

Phase One: Interest Group

1. Individuals interested in starting a fraternity or sorority must contact the Interfraternity Council (for men’s groups) or the Inter-Sorority Association (for women’s groups) via the Center for Fraternity/Sorority Life in writing, expressing their interest in forming a fraternity or sorority.

2. Once a letter of interest has been received and acknowledged by the appropriate governance unit, the Director of Fraternity/Sorority Life will give the group the “Application to Form a Fraternity or Sorority”.

3. Before the group may submit the Application to Form a Fraternity or Sorority, they must have the support of an inter/national fraternal organization. This support must be confirmed through a phone call to the Director of Fraternity/Sorority Life and a written letter from the inter/national organization that includes the contact information for the Director of Expansion (or equivalent), the inter/national expansion guidelines/expectations, and an anticipated timeline from colonization to chartering.

4. A completed application must be submitted to the president of the appropriate governance council via the Center for Fraternity/Sorority Life. Applications will be rejected if they are incomplete, the petitioning members do not meet the GPA requirements, and/or there is no support from an inter/national organization. If rejected, a new application may not be submitted for six months.

5. The Director of Fraternity/Sorority Life, in conjunction with the appropriate governance council president and vice president of recruitment, and the Vice President for Student Affairs or Dean of Students, will review the application utilizing the “Criteria to Evaluate Applications to Form a Fraternity or Sorority”.
   a. Should a positive review be rendered, representatives from the inter/national organization will visit campus to meet with the executive officers of the appropriate governance council, the Committee on Fraternal Affairs, and with appropriate campus officials, including the Vice President for
Student Affairs.

b. Should a negative review be rendered, copies of the decision will be sent to the petitioning group, inter/national organization, appropriate governance council, and the Committee on Fraternal Affairs in writing. The letter will outline the reasons for the negative review and provide an opportunity for the organizer of the petitioning group to meet with the Director of Fraternity/Sorority Life and the president and vice president for recruitment of the appropriate governance council to discuss subsequent steps.

6. Following a positive review and visit from the inter/national organization, the request of the group will be placed on the appropriate governance council agenda to be discussed (at which time the petitioning group will make a presentation), and will be voted upon at the governance council meeting one week later. Three-fourths of the governance council must approve the request.

   a. Should a positive review be rendered, the group will proceed to Phase Two: Colonization.
   b. Should a negative review be rendered, a committee of fraternal stakeholders will be convened as the appellate body for groups denied endorsement by the appropriate governance council.

**Phase Two: Colony Status/Provisional Recognition**

1. Once the group has been endorsed, it will have no more than two years to complete the expectations set forth in the expansion guidelines of the college and inter/national organization. If the group has not completed the process in this time, it will lose the endorsement of the governance councils and must cease operations.

2. Provisional recognition/colony status includes the following privileges:
   a. Use of College facilities
   b. Use of College name (the group must identify itself as a "colony")
   c. Participation in the Chapter Accreditation Program. (However, the group will not be eligible for publication of results or incentives.)
   d. Participation in the programs and activities sponsored by the Center for Fraternity/Sorority Life, the governance councils, and individual fraternities and sororities.

3. While a colony, the group is required to:
   a. Attend weekly Interfraternity Council or Inter-Sorority Association meetings and adhere to the provisions as noted in their Constitution and Bylaws. (However, members of the colony may not hold an Executive Board position on the council.)
   b. Meet with their faculty advisor at least once a month. The advisor will provide a written progress report each month.
   c. Submit Monthly Reports and Semester Self Studies.
   d. Attend an orientation workshop developed by the Center for Fraternity/Sorority Life and the appropriate governance council. The workshop will include fraternal values, leadership opportunities, expectations, risk management, etc.

4. Failure to comply with any of these stipulations may result in the revocation of the status of a provisionally recognized group. Groups with revoked provisional recognition status must cease all operations and are ineligible to reapply for two years.

5. Upon completion of these expectation and those of the inter/national organization, the group will be reviewed by the appropriate governance council, the Committee on Fraternal Affairs and the College President or his/her designee through a formal presentation by the petitioning group. The College President will grant final approval. Upon approval, the petitioning group will move to Phase Three: Chartering.

**Phase Three: Chartering**

1. A formal chartering ceremony will be scheduled by the Center for Fraternity/Sorority Life in conjunction with the inter/national chartering.

2. Upon chartering, the group will receive all rights and privileges of fraternities and sororities.

**Criteria to Evaluate Applications**

1. Philosophy of new member education program must be consistent with the non-hazing, student develop-
mental philosophy of SUNY-Plattsburgh and its fraternity/sorority community.

2. Group goals and activity must be consistent with the values-based focus of the SUNY-Plattsburgh fraternity/sorority community and include the four pillars of fraternity/sorority life: friendship, scholarship, leadership, and service.

3. Academic performance must meet or exceed that of existing fraternities and sororities.

4. Inter/national staff must be able to provide consistent support to collegiate chapters.

5. Group must have a written risk management plan and liability insurance coverage.

The Interfraternity Council or Inter-Sorority Association may initiate expansion with a three-fourths vote of approval by the general membership.

FACULTY ADVISOR POLICY

Each fraternity and sorority shall have at least one faculty advisor. The faculty advisor must be a full-time member of the college’s faculty and staff selected by the organization membership. The advisor will work with the group and provide support when appropriate.

Expectations of Faculty Advisors:

- New members must meet with advisor at the beginning of each new member period.
- Meet individually with each member once per year.
- Meet individually with members who are having academic difficulty.
- Read correspondence sent from Center for Fraternity/Sorority Life and the Inter/National Headquarters.
- Watch for chapter patterns that appear in semester and annual reports on scholastic achievement, service hours completed, and membership numbers and be prepared to address these issues, both positive and negative, with chapter leadership.
- Be available to meet confidentially with members upon request.
- Upon appointment as an advisor, attend an orientation meeting with the Director of Fraternity/Sorority Life about the expectations and requirements of the position and the needs of the chapter.
- Upon appointment as an advisor, meet with the chapter officers and the Director of Fraternity/Sorority Life to establish mutual understanding and expectations.
- Be available to attend chapter meetings upon request.
- Be knowledgeable about areas affecting fraternities and sororities: recruitment, new member education, expansion, public relations and image, scholarship, service, etc.
- Contact Director of Fraternity/Sorority Life if unsure of how to handle a situation.
- Contact Director of Fraternity/Sorority Life if the chapter could benefit from special guidance.
- Meet with inter/national visitors, as appropriate.

Chapters Expectations for Maintaining a Relationship with Faculty Advisors:

- The New Member Educator must schedule meetings between new members and faculty advisor. Meeting should occur within the first two weeks of pledging, but must occur at least one week prior to initiation.
- A chapter officer must schedule one meeting between each individual members and the advisor once per year. It is recommended that these meetings be scheduled early in the fall semester.
- The Scholarship Officer/Chairperson must provide a list of members who need to meet for academic advisement with advisor.
- Chapter officers must meet as a group with the advisor once per month.
- Schedule a meeting with the advisors and national visitors/consultants when they are on campus.
- Provide advisor with copies of calendars, chapter meeting minutes and goals, as appropriate.
COLLEGE SUPPORT

THE OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS &
THE CENTER FOR FRATERNITY/SORORITY LIFE
Fraternities and sororities will have support from the Office of the Vice President for Student Affairs via the Center for Fraternity/Sorority Life in the following ways:

- provide a professional full-time professional staff member, a graduate assistant, and undergraduate student assistants to assist fraternities/sororities in all areas of operations;
- coordinate the faculty advisor development program;
- assistance in sponsoring skill workshops, lectures, and retreats for members of fraternities and sororities;
- coordinate specialized training programs for the officers of fraternities and sororities;
- compiling grade point averages each semester with recognition given to groups and individual members;
- clerical and administrative support;
- maintain relationships with national offices of fraternities/sororities and alumni boards;
- produce and distribute publications and publicity regarding fraternities and sororities;
- coordinate recruitment and new member education efforts in conjunction with IFC and ISA;
- assist with appropriate fund raising activities;
- assist in identifying community and college service projects;
- work to access the strengths and weaknesses of individual chapters and develop specific action plans to assist chapters;
- advise and support the governance councils and auxiliary organizations;
- support the activities and programs of fraternities/sororities.

COMMITTEE ON FRATERNAL AFFAIRS (COFA)
This is a standing committee established to advise the President or his/her designee on any and all issues that relate to fraternity and sorority policy and recognition at SUNY-Plattsburgh.

Terms of Office, Membership and Voting
- Ex-Officio members include the Director of Fraternity/Sorority Life, the Graduate Assistant for Fraternity Sorority Life, the Student Association President, the Inter-Sorority Association President, the Interfraternity Council President, the Chapter Accreditation Program Coordinator, and the Vice President for Student Affairs or designee.
- Appointed members will consist of one male and one female student representative at large, one fraternity/representative at large (a national or a local fraternity member – whichever does not hold the position of Interfraternity Council President), one sorority representative at large (a national or local sorority member - whichever does not hold the position of Inter-Sorority Association President), two faculty/staff who serve as advisors to fraternities/sororities, two faculty/staff who do not serve as advisor to fraternities/sororities, and one alumnus affiliated with a fraternity or sorority.
- All members, both ex-officio and appointed, have voting rights on the Committee.
- The chair of the committee will be the Director of Fraternity/Sorority Life who will report to the
President or his/her designee on matters before the group.

- Terms of office for the faculty advisors and general faculty will be for two years with appointments staggered so that one of each is replaced each year, if appropriate.
- All other appointed members will serve for one year with a possibility of reappointment up to two times after the initial appointment.
- The President or his/her designee will make appointments.

**Particular Responsibilities**

- Provide guidance and support to fraternities/sororities to assist in maximizing their potential;
- Discuss issues that are of general interest and concern regarding fraternities and sororities;
- Make final recommendation to the President for full or provisional College recognition of all fraternities and sororities;
- Receive and review annual reports from all fraternities and sororities as necessary and make recommendations to the President or his/her designee regarding the status of each group and their continuing recognition. Prepare a response to each group that advises them of areas for development;
- Meet with representatives of fraternities and sororities granted provisional recognition status and aid them in attaining full status;
- Receive, consider, and make recommendations to the President or his/her designee on requests from fraternities and sororities for exceptions to pledging/new member activities provided the activity does not violate college rules and regulations;
- Serve as an appellate body for groups denied endorsement by the appropriate governance council who wish to appeal that decision;
- Review and make recommendations as necessary to the President or his/her designee on proposals for changes in the fraternity/sorority governance structure;
Student Bill #4

Written By: Jacob Avery, Vice President of Academics
Introduced By: April Rodriguez, Vice President of Organizations

A Bill

To repeal Bill #3 of the 40th Legislation; stating: To require all Student Association sponsored clubs and organizations To follow an approved Student Association Risk Management Policy

WHEREAS, SUNY Plattsburgh and the student association value and benefit from a strong sense of community that is the result of a broad and vigorous program of cultural, intellectual, service, and social activities, and

WHEREAS, a climate of mutual trust and respect is a defining characteristic and a cherished, continuing aspiration among the members of the SUNY Plattsburgh community, and

WHEREAS, to ensure this climate, all members and groups associated with the community must be aware of, understand, and manage the risks involved with their actions and activities, and

WHEREAS, included in the Risk Management Policy are all Student Associated Recognized and Sponsored Clubs and Organizations, and

WHEREAS, having all Student Association Recognized and Sponsored Clubs and Organizations following an approved Risk Management Policy will reduce the liability of the Student Association, THEREFORE

BE IT RESOLVED:

I. NAME:
   A. The Official Name of this policy shall be the “Student Association Club and Organization Risk Management Policy”.

II. Alcohol and Drugs:
A. The possession, sale, use and/or consumption of ALCOHOLIC BEVERAGES, during an official Student Association Club or Organization event, in any situation sponsored by a Student Association Club or Organization, or in any event an observer would associate with a Student Association Club or Organization, must be in compliance with any and all applicable laws of the federal, state, county, and city, and policies set forth by SUNY Plattsburgh, the Student Association and the club and organization governing body.

B. No Student Association Club or Organization members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under the legal “drinking age”)

C. The possession, sale and/or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES at any Student Association Club or Organization sponsored event or at any event that an observer would associate with a Student Association Club or Organization, is strictly prohibited.

D. No Student Association Club or Organization may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern is defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
   1. Co-sponsor is defined as allowing an alcohol distributor, charitable organization or tavern to utilize the Student Association Club or Organizations name in any advertising and or the Student Association Club or Organization receiving any moneys as a result of such an event.

E. The possession, sale, use, or consumption of ALCOHOLIC BEVERAGES at or during a club function, activity, or event sponsored or endorsed by a Student Association Club or Organization or any event an observer would associate with a club or organization is strictly prohibited.
   1. The only single exception to this rule would be a banquet or dinner or similar events, receiving prior approval from the Organizations Affairs Board and Vice President of Clubs and Organizations of the Student Association, at an establishment where the distribution of alcohol is controlled by the establishment and follows all Federal, State, City, and County guidelines.

F. Never under any circumstances shall Student Association funds sponsor an event using or involving an open bar.

III. SEXUAL ABUSE AND HARRASSMENT:
A. All Student Association Clubs and Organizations will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions that are demeaning to women and/or men including but not limited to date rape, gang rape, or verbal harassment. Information regarding such incidents should be reported to the college. Accused individuals and/or clubs and organizations will be processed through the system outlined in the Student Conduct Manual and/or Student Club and Organization Conduct Manual.
IV. DISCRIMINATION:
A. No Student Association Club or Organization shall restrict membership on the basis of race, creed, national origin, sex, age, disability, and sexual orientation as per the Student Association Constitution. Violators will be processed through the system outlined in the above manuals.

V. HAZING:
A. No Student Association Club or Organization shall conduct hazing activities. Hazing activities are defined and outlined in the Student Conduct Manual and/or Student Club and Organization Conduct Manual. Violators will be processed through the system outlined in the above manuals.

VI. EDUCATION:
A. Every member of a Student association Club or Organization shall be instructed annually on the Student Association Club and Organization Risk Management Policy. Each Student Association Club and/or Organization is required to inform and educate all new members of all risk management policies. After receiving the information on these policies, each new officer shall be required to sign a statement to insure understanding and acceptance of personal responsibility regarding these policies and the responsibility to educate individual members of the policies.

VII. ENFORCEMENT:
A. The enforcement for this risk management policy, and all risk management policies applicable to SUNY Plattsburgh club and/or organizations, is the responsibility of all members of the SUNY Plattsburgh Community. More specifically, each club or organization and all members of these organizations will be made aware of all risk management policies that apply and will be required to agree to uphold and enforce these risk management policies with all officers signing a statement of agreement to be established by the SA governing body (these are to be handed in to the Student Association). This must be carried out no later than three weeks into the fall semester. After this, every new officer of a club or organization must sign a similar statement to be handed in to the Student Association.

Individuals who wish to report an alleged violation of the Student Association Risk Management Policy will notify the Vice President of Organizations or University Police. If reported to the Vice President of Organizations, the Vice President of Organizations is then mandated to make a report to University Police. University Police and/or the Dean of Students will review the charges and determine whether or not a violation occurred. The charges will be forwarded to the Committee for Group Review.

B. The Student Association Risk Management Policy will be reviewed every two years at the beginning of Spring Semester within the first three weeks of the start of legislation.

C. The Risk Management Policy will be applicable to all Student Association Recognized and sponsored clubs and organizations, including but not limited to all sports clubs.

VIII. This bill will become effective as soon as it is passed by Student Association Senate and subsequently signed by Student Association President.