

CLUB RESPONSIBILITIES

Student Government requires that all SG recognized organizations meet the following expectations.

MONTHLY CLUB MEETINGS

These meetings are an important means for Student Government and the Center for Campus Life to relay information to the student organizations and leaders. Club Meetings are scheduled for the first Wednesday evening of each month. ***(Please note that this may vary due to break schedules, so check the Club Events Calendar located in this handbook.)***

Monthly club meetings also give the Club Review Board an opportunity to update clubs on important issues regarding club administration. Additionally, these meetings allow club members and leaders to voice any concerns or suggestions they may have. Club Meetings also provide leadership training, guest lecturers from the community, and fun! If there is a certain topic you would like covered, please let us know!

Each club is required to send at least one representative to every meeting. If this is not possible, please notify the Center for Campus Life office at least 24 hours prior to the meeting. ***Attendance is important*** and failure to attend may result in loss of your club's SG privileges.

The consequences of missing meetings are:

1. After missing two meetings, all privileges (including all budget access) will be suspended until the club meetings are made up with the Clubs Graduate Assistant or until after the Club Review Board reviews your case and decides the validity of your club's reasons for absence.

Notification of absences should be made to the Clubs Graduate Assistant (clubs@rit.edu) at least twenty-four (24) hours prior to the meeting.

GROUP MEETINGS

Groups must meet a minimum of six (6) times per year to be considered active and eligible for recognition. One (1) of the six meetings must be an "open house" meeting on the RIT Campus that is open and accessible to all students: hearing, deaf, and hearing-impaired. The time, date, and campus location of this meeting **must** be posted in visible and appropriate locations.

Groups are encouraged, but not required, to also use campus media to advertise meetings.

QUARTERLY REPORTS

Each quarter all SG Clubs will be required to submit Quarterly Reports containing a brief description of club events and activities as well as future goals and plans. This report will provide your organization with an opportunity to review and assess previous activities while planning in advance for upcoming events. The Quarterly Report will also allow for recognition of club achievements and individual member accomplishments.

Club Review Board

Each quarter eight (8) randomly selected clubs will be identified as being required to have one (1) representative of their organization sit as an active member on the Club Review Board (CRB) for a term of one (1) quarter. These specified club representatives will change on a quarterly basis. In an effort to make sure that the clubs are equally represented, the following format will be used to determine the CRB representatives:

- 3 Hobby/Music clubs
- 2 Career related clubs
- 1 Sports club
- 1 Ethnic club
- 1 Religious club

To offer each club adequate time to determine who will sit as a member of CRB, during week five (5) the eight (8) clubs will be identified for the following quarter. Those clubs will be contacted and by the end of week ten (10) each club will be responsible for providing the name of the club member that will hold a seat on CRB.

If the designated club representative does not uphold their obligations as a CRB member, **they will run the risk of having all privileges (including all budget access) being suspended** and/or may be required to meet with the Assistant Director for Campus Life – Campus Programming.

RECOGNITION RENEWAL

All SG Clubs are required to re-apply for SG Recognition each year during the Fall Quarter of each academic year with the submission of an Application for Club Recognition. If a group fails to submit an Application for Club Recognition, their Recognition and subsequent benefits can be suspended. Recognition renewal must take place prior to budget review and allocation. Recognition Applications can be obtained in the Center for Campus Life Office and the Student Government Office or online at <http://clubs.rit.edu>.

Also, please remember to update CCL and SG as your club information, officers or advisor change throughout the year.