



**Club Advisor Handbook
2019-2020**

NONDISCRIMINATION, EQUAL OPPORTUNITY, AND AFFIRMATIVE ACTION POLICY

Passaic County Community College, as a public institution, adheres to federal, state and local laws and regulations regarding nondiscrimination and affirmative action including New Jersey Law against Discrimination, Age Discrimination in Employment Act, Titles VI and VII of the Civil Rights Act, Title IX of Education Amendments Act, Section 504 of the Rehabilitation Act and the Americans with Disabilities Act and the Americans with Disabilities Amendment Act. Passaic County Community College hereby gives notice of its nondiscrimination policy as to students and employees.

Continuing its policy to support equal opportunity for all persons, Passaic County Community College does not discriminate on the basis of race, creed, color, national origin, ancestry, age, sex, gender identity or expression, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, disability or nationality. This policy applies to the administration of Passaic County Community College's educational programs, activities, admission or employment practices.

Inquiries concerning matters related to Title IX or ADA/Section 504 Compliance at Passaic County Community College may be referred to the following person, who has been especially designated by the College to oversee the continued application of the College's nondiscriminatory policies:

Non-students/Members of the Public

José A. Fernández
Associate Vice President of Human Resources
Title IX Coordinator/
ADA/Section 504 Compliance Officer
Office of Human Resources-Room E305
Telephone: (973) 684-6705

Students

Sharon Goldstein, PhD
Dean of Student Affairs and Services
Title IX Coordinator/
ADA/Section 504 Compliance Officer
Office of Student Affairs – Room A231
Telephone: (973) 684- 6919

Inquiries, concerns, or complaints may also be referred to:

Office for Civil Rights, *New York Office*
U. S. Department of Education
32 Old Slip, 26th Floor, New York, NY 10005-2500
Telephone: (646) 428-3800
Facsimile: (646) 428-3843
[Email: OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

Office of Student Activities

Club Advisor Handbook

Club advisor responsibilities vary based on the mission of each club/organization. The following document outlines your responsibilities as an advisor; however, it may not be inclusive of all responsibilities that you and your students agreed to.

Your Function as Advisor:

- Oversee club activities and programs to ensure that they conform Passaic County Community College guidelines, policies, procedures, and the student code of conduct.
- Attend club functions and programs as required, to supervise and maintain the use of college facilities.
- Assist in planning and evaluating club efforts to provide meaningful opportunities to club members and the campus community.
- Promote communication between club officers, other clubs, the Student Government Association, and the Office of Student Activities.
- The club advisor has speaking privileges; however, the advisor has no vote in any club proceedings.
- Identify and help develop the skills of emerging student leaders at the college.
- Provide continuity with the history and traditions from previous years.
- Ensure that a club officer attends the CAF meetings.
- Ensure that the club follows SGA guidelines to maintain their charter:
 - Complete 5 hours of community service per semester.
 - Complete one fundraiser per semester.
 - Plan and execute one event related to the club's mission per semester.
 - Maintain membership, which includes 10 currently enrolled PCCC students.
 - Be a full-time PCCC faculty or an administrator.

Fiscal Responsibilities:

- Oversee the financial integrity of the club.
- Ensures that all expenditures are correct and submitted in a timely fashion to the Office of Student Activities.

Fiscal Management:

- All clubs/organizations must practice proper collection and deposit of funds.
- Clubs/organizations cannot use club funds for personal gain.
- Clubs/organizations shall not have a separate account.
- Using SGA funds for cash donations is prohibited; however, clubs/organizations may fundraise and donate the collected funds.

- All clubs/organization must deposit any money collected immediately after an event. If the event was held past the normal college working hours, a deposit must be made within 24 hours or the next business day depending on which one is first. A Collection of Funds Form (refer to Appendix 10 in the club handbook) will filled out when the funds are received in the Office of Student Activities and the funds will be deposited by the Office of Student Activities in the Bursar's Office.
- If the money fundraised is going be donated, a copy of the organization's "About Us Page" must be submitted to OSA when making the deposit. The club/organization will receive a copy of the Bursar's receipt, once the Office of Student Activities has deposited the funds to the Bursar's Office.
- Clubs/Organizations are not allowed to make deposits themselves. Once the funds have been donated, the donation cannot be cancelled. If the fundraiser collections are to be donated to an outside organization, it must be clearly stated on the advertising materials. If a club/organization advertises to benefit a specific cause for an outside organization, it must be donated to that organization.
- Any club/organization under the SGA that receives a donation check must be made to Passaic County Community College and reference the activity/purpose or club name. Clubs/Organizations cannot write out their own checks. Any form of solicitation is strictly prohibited. If your club/organization receives a check you must bring it to OSA immediately.
- Reimbursements will not be given to students, clubs/organizations, or advisors.
- Advance Sales (free or charge) for event entry must be done through OSA. Club/Organizations cannot sell tickets nor collect money themselves unless approved.

Maintain a Strong Team:

- Teaching the techniques and responsibilities of leadership, fellowship, and self-discipline.
- .Assist the club officers with delegating tasks to club members.
- Once the team is in place, the club/organization should be set up in a self-efficient manner, where students do the work and the advisor provides guidance.
- As advisor, guide the club with setting up additional committees.
- Allow student to manage their own clubs, they will learn valuable skills by completing tasks on their own.
- As students learn leadership skills, conflicts within the group often need a more experienced mediator or resource to consult with; during times of conflict is when the advisor is **MOST** needed.
- Keep in mind that there will be occasions when the club members will face larger challenges and advisor intervention may become **necessary** to protect the club. Examples include,

students advocating violation of the college policies; financial integrity of the club is at risk; or internal conflict that damages the working order and efficiency of the group.

- Step in if:
 - There is a violation of the college guidelines, policies, procedures, or the student code of conduct.
 - The safety of any of your group members is in jeopardy.
 - An internal conflict arises that may damage the efficiency of the group.
 - Permit student leaders the freedom to explore their duties and responsibilities, but be cautious of their actions to prevent jeopardy to the group.
 - As the advisor you may find it necessary to request a member's resignation.

Helpful Suggestions:

- Perform occasional checkups on the clubs' progress and have timelines for major tasks help avoid complications.
- Do not take anything personal; remember that your success as an advisor is not always reflected in the performance of the club.
- Club activities should be about student learning leadership skills. As the advisor, you are not expected to be, and should not be, the club's workhorse. Delegate work to the students, oversee the progress, and allow them the opportunity to grow as leaders by doing the work themselves.
- Have fun and encourage your students to have fun!