

CLUB POLICY GUIDE

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PREAMBLE

Student clubs at NYU play an intricate and valued role in the creation of a vibrant campus life throughout the University. Their purpose is to provide NYU students the opportunity to enrich their co-curricular experience and that of their peers through the conceptualization, planning, and presentation of diverse offerings of student driven activities and publications.

A club's activities shall support the University's mission and values, honor the club's Constitution, meet the criteria set by their governing council, and comply with all applicable rules and procedures set by the University, administrative offices and the appropriate governing councils.

The Student Activities Board (SAB) establishes club policies, regulates of student organizations registered with the NYU Center for Student life (CSL), allocates financial resources, and arbitrates club grievances.

The Allocation Committee is a standing body of the Student Activities Board and serves as the mechanism for setting policy and allocating funds for All-University clubs and organization

The Center for Student Life (CSL) staff provides ongoing advisement and support services for All-University student organizations and acts as liaison between the leaders of these organizations, student government, faculty, and administration.

INTRODUCTION

All-University clubs open to students from all schools, and governed by the Student Activities Board are in the direct purview of this guide. School clubs, while governed by the autonomous authority of each college, come under this guide's principles when those principles do not conflict with the specifics of an individual school's policy.

All club members shall abide by all NYU policies regarding conflict of interest and the NYU code of ethical conduct. Club officers shall exercise ethical stewardship of university resources.

Registered student club and organization members and officers shall promote the best interests of the university community when planning activities, making decisions, or advocating and taking actions. These leaders must be honest and truthful in all their activities and club business. They are responsible for the consequences of their actions and accountable to the NYU community.

ADVISEMENT

1. General Statement – Each academic year the Executive Director of the Center for Student Life shall assign each registered All-University club a CSL club advisor.
2. CSL Club Advisors – The CSL club advisor shall be the primary advisor to the registered All-University club. Advisors shall be responsible for advising the club on all matters related to being a registered All-University club including but not limited to interpreting the policies and procedures governing registered All-University clubs and serving as an ex officio member of the club. They are the primary liaisons between the All-University club and student government, CSL and the University administration.
3. Coaches or Club Affiliates – The Executive Director may assign an individual to formally serve as an All-University club affiliate or coach whose function is to provide the All-University club with a level of personal expertise related to the mission, goals, and activities of the club. The club affiliate or coach is prohibited from conducting business on behalf of the club. This includes but is not limited to being involved in the club's financial affairs, or taking part in any aspect of the club's election or decision-making process.

CLUB AFFILIATES

4. Campus Chapters – Registered student clubs may elect to be campus chapters at NYU of not-for-profit organizations. This affiliation is strictly limited to the not-for-profit organization and the campus chapter at NYU and in no way, constitutes or implies any legal or de facto affiliation between the not-for-profit organization and NYU. A for-profit organization shall not be permitted to be affiliated with a registered club at NYU.
5. Limitations on Role of Affiliates – The not-for-profit organization and their representatives are prohibited from conducting business on behalf of the campus chapter at NYU. This includes but is not limited to involvement in the chapter's financial affairs, or taking part in any aspect of the chapter's election or decision-making process. The not-for-profit organization shall respect and support the Constitution of the campus chapter at NYU and respect the autonomy of the campus chapter at NYU.
6. Co-Sponsoring with Not-for-Profit Organizations – Registered clubs co-sponsoring activities with not-for-profit organizations shall assume all responsibility, including financial obligations and adherence to policies and procedures, for the co-sponsored activity. The registered club shall be responsible for the production of the activity and the not-for-profit organization and their representatives are prohibited from conducting business on behalf of the campus chapter at NYU. In cases where this policy is violated, the University reserves the right to cancel the event or deem the event a non-NYU event sponsored by the not-for-profit organization and not by the campus chapter at NYU. In that case, the not-for-profit organization shall be subject to University guidelines, policies and procedures, fees, and insurance requirements for a not-for-profit organization's use of NYU facilities.

CLUB CONSTITUTIONS

7. Constitutions – Club constitutions are to conform to the formatting and basic content restrictions of the Model Constitution, as approved by the SAB and Center for Student Life.
8. Primacy of Model Constitution – If a club constitution is out of date or not in conformation with the Model Constitution, the content of the Model Constitution shall prevail in any disputed question.

CLUB REGISTRATION

9. Maintaining All-University Status – Clubs must meet all of the requirements established by the University, SAB, and CSL in order to be recognized as an All-University organization, to maintain their All-University status, and to qualify to register with CSL.
10. Annual Registration – Clubs are required to register annually at a time determined by the Student Activities Board.
11. Student Activities Board regulates the New Club Development (NCD) procedure. Center for Student Life staff facilitate the training period for provisional groups.
12. Maintaining Registration – In order to maintain registration, clubs shall satisfy one of the following requirements:
 - a) sponsor at least three activities per semester that are open to the entire University, one of which may be co-sponsored with another organization; or
 - b) in the case of organizations identified as publications, publish at least one edition per semester, or
 - c) maintain a visible impact on campus, or
 - d) shall have a stated principle purpose or mission which concerns a cross-section of students and is not directed to the students of one college or academic department, or
 - e) demonstrate that the group will serve a purpose or provide a service that is currently not performed by an existing student organization. This proviso shall not be interpreted in a manner that will impede the formation of organizations that will make legitimate contributions to the NYU student community; rather, it is intended to curtail unnecessary duplication of effort by All-University student organizations in their activities.

MEMBERSHIP AND OFFICERS

13. Election Timeline – SAB shall set a club election deadline each year.
14. Equal Treatment – All student members of a club shall have equal opportunities and privileges with respect to being a member, holding an office, participating in elections, voting on club business, or participating in club activities.
15. Membership Lists – Annually, SAB requires that All-University clubs submit a list of active members.
16. Membership Minimum – The organization shall list a minimum of two executive positions—president and treasurer. Clubs shall maintain a minimum active membership that is three times the number of its executive board positions.
17. Active Membership – Active membership in the organization shall be determined by regular attendance at meetings and involvement in activities of the organization. Clubs will define these standards in their constitution.
18. Membership Dues – Registered Clubs that are not campus chapters of a not-for-profit organization may request but not require that their membership pay dues. No member of a registered club may be denied membership or the full privileges of membership if they are unable to pay. The only exception to this rule are Fraternities and Sororities.
19. University Community – Other members of the University community (defined as current faculty, staff, administrators and alumni) may attend the Organization's open activities but may not act as members.
20. The 2/3 Rule – In order to maintain a club's All-University status, no more than 2/3 of a club's membership can be from any one school or college of the University.
21. Eligibility – Only NYU students in good standing are eligible to vote, hold office and act on behalf of an registered club. Academic good standing is to be determined according to each school's standards. The Office of Student Conduct shall determine questions of judicial good standing.
22. Voting Rights – Active members of an registered club shall have equal opportunities and privileges with respect to running for and holding an office, participating in elections, voting on club business, and participating in club activities. All-University clubs shall make no policies, regulations, by-laws, tests, or requirements limiting or restricting these opportunities and privileges. For the option of slating committees, see appendix to section 4.08.01 in the Model.
23. Executive Board membership – Registered All-University student clubs are required to maintain at all times an executive board consisting--at minimum--of a president and

treasurer. The students holding these titles shall be the only signatories for the group's financial forms. By precedent, clubs have the option of creating a position of Co-President.

24. Holding Multiple Positions – A club president may not simultaneously serve as a president of any other registered student organization. The same holds true for a club treasurer. A Theme Month president or treasurer may request an exception to this policy by appealing to the SAB Governance Committee.
25. Residency Requirement – Officers must be attending classes at the Washington Square, Brooklyn, or other NYU campuses in New York. Students studying abroad may not hold a president or treasurer position during their time away. However, they may remain active members, vote in elections, and run for officer positions for semesters in which they will be studying at NYU New York.

FINANCES

26. Student government and funding – The SAB, a student committee, is empowered by the University and student government to set policies regarding All-University clubs at NYU and grant official recognition to student clubs. Once a club receives its All-University status, it may apply for funding from the SAB Allocation Committee, a student committee responsible for providing funding for All-University clubs and for setting policies regarding the use of those funds.
27. Due Diligence – Club officers and members are expected to exercise due diligence when generating, reviewing, and approving financial transactions that commit the University to expenditures.
28. Secured Advance Funding Requirement – All-University clubs must have sufficient funds needed to cover expenses for a program prior to making any commitments or contracted agreements. Anticipated income is not considered secured advance funding.
29. Conflict of Interest – NYU students are prohibited from receiving financial or material compensation as a result of their association with a registered student club. Transactions are prohibited between a supplier of goods or services and a registered student club in which a student associated with that club, or his or her family member, or other close associate receives a financial or other material compensation or benefit as a result of that association. As a rule, students may not be payees. An exception is made for student DJ's who may be compensated up to \$400 by a registered club for their DJ services at a club event at NYU.
30. No Third-Party Reimbursements- SAB funds or club income may not be used to reimburse a University office or department, or other non-student for any funds advanced for the club. No third-party reimbursement.
31. Rights to Raise Income – Registered clubs may host programs to raise funds to supplement their SAB Budgets. The funds raised may only be used for purposes consistent with the purposes of the University, and the mission of the club. All such income must flow through the club's income account.
32. Restrictions on Non-NYU Funding – Other than ticket sales or sale of merchandise, registered clubs may not receive direct funding from non-NYU sources. Donors wishing to support a club may donate funding to New York University, which may accept those donations on behalf of the club.
33. Membership Dues – Registered student clubs may not use University or SAB funds to pay for individual or campus chapter membership dues or other fees to any non-profit organizations they are affiliated with. Registered student clubs may use club income or donations to cover dues or fees.

34. Dues as Income - Registered All-University clubs must inform their CSL club advisor each semester if they are collecting dues from members, the amount of the dues, and method of collecting the dues (e.g. at a general meeting, an event, etc.). All dues must be deposited into the registered All-University club's income account. (All-University clubs should refer to the CSL Treasurer's Guide for instructions.)
35. Fundraising for Charity – All-University clubs may use their SAB University funds, club income, and other University funds (e.g. funds from co-sponsoring clubs and departments) to host programs to raise funds that will be donated to charities. The funds raised may only be donated to 501 c (3) tax-exempt US charities. Fundraising activities must be consistent with the purposes of the University, the club and the mission of the club and in accordance with University, SAB and CSL policies.
36. Dedicated Donations – Clubs may accept monetary donations as part of a charity or emergency relief fundraising activity. One hundred percent of such funds solicited for a charity must be donated to that charity, unless otherwise explicitly stated at the time of fundraising.
37. Fundraising in University Facilities – The use of University facilities for the purpose of raising funds whether through charging for admission to an event, or by soliciting voluntary contributions, is permitted only by University organizations, provided the funds raised are intended for purposes consistent with the purposes of the University and its exemption from registration under the New York Social Services Law.
38. No Political Fundraising – Funds raised as described above (section 150) may not be used for the support of political activities.
39. Income Accounts – All-University clubs raising funds are required to set up a club income account with the CSL Budget Office and to deposit all income--including dues--directly to the account.
40. Unauthorized Bank Accounts – All-University clubs may not hold accounts with banks or other like institutions or use personal checking or savings accounts to hold club income. The only exception to this rule are Fraternities and Sororities.
41. Prohibition of investment – Registered clubs may not invest club income.
42. Personal Gifts or Gratuities – It is inappropriate for student representatives of clubs to receive monetary or merchandise gifts from vendors or businesses as a reward for their services.
43. Donation Procedures – Donations to clubs may be made through New York University. Checks should be payable to New York University, and the recipient club's name should be written in the check subject line. Donations, accompanied by a Club Income Report,

are to be submitted to the CSL Budget Office. When donations have gone through the appropriate University channels, 100% of the donation will be credited to the club.

44. Acknowledging Donations – Registered clubs shall have the option of identifying and acknowledging donors on their advertising, publications, or other printed materials. The event in question cannot be promoted as being sponsored by the donor or co-sponsored by the donor.

EVENTS

45. Open Events – SAB-funded events must be accessible to all students.
46. Authorized Programming – In order for a registered All-University club activity to be authorized by the University, the club must file the event with CSL. Regardless of the cost, funding source, or location for an activity, student clubs are required to register all of their activities with CSL--this includes external platforms such as Facebook, Eventbrite, Instagram, etc. Use of a club name in affiliation with any unauthorized event is strictly prohibited.
47. Thirty-Day Deadline – Clubs are required file an event form, at least thirty days prior to any major activities or activities to be held in spaces with a capacity of 100 people or more.
48. Ten-Day Deadline – Clubs are required to file an event form at least ten days prior to activities to be held in spaces with a capacity of less than 100 people.
49. Club Activities in Private Areas – Clubs are not authorized to hold club activities in private areas. An exception is made for fraternities and sororities that reside in special interest housing at Lafayette Hall.
50. Off-campus Approvals – Registered All-University clubs must receive preliminary approval from SAB and then a final approval from their CSL club advisor if they are seeking to hold events off campus.
51. Accessibility – All off-campus activities must adhere to all University policies regarding accessibility to students with disabilities, alcohol regulation, risk management, open or closed meetings, and all other applicable University policies.
52. Community Service Exception – An exception is made for clubs participating in community service projects at CSL-approved service agencies or locations in the five boroughs of New York City. An event form must still be filed with the Center for Student Life.
53. Free Speech Activities – Deadlines for submitting the Event Form can be relaxed or waived for time-sensitive rallies, protests, demonstrations and tabling in support of free speech and public assembly rights.
54. Fifty-percent Rule – When a club sponsors an event and more than 50% of the attendees are not members of the University community, the registered All-University club can be required to pay for the use of all facilities and services (e.g. space rental, campus media, cleaning, catering, furniture rentals, security, storage, etc.) at the standard rates that a non-NYU organization would be charged. Registered All-University

clubs may request an exception to this policy to allow college students from other schools to attend a program hosted by the club.

55. Restrictions on Sponsoring Games of Chance and Raffles – All-University clubs may not sponsor activities where participants stake or risk something of value upon the outcome of a contest of chance or a future contingent event not under their control or influence, upon an agreement or understanding that they will receive something of value in the event of a certain outcome."
56. Donated Prizes or Giveaways – Clubs may accept merchandise and gift certificates from legitimate businesses to use as prizes at club activities. Prizewinners should consult with a qualified tax consultant concerning tax questions related to receiving the prize. Clubs may also accept promotional items from businesses to use as free giveaways to attendees at a club activity. IRS may require reporting receipt of giveaways as well.
57. Prize and Giveaway Restrictions – The donation of prizes or giveaways by a for-profit business does not constitute or imply that the business is sponsoring or co-sponsoring the activity or is affiliated with NYU or authorized to use University facilities. Businesses are not permitted to sponsor or co-sponsor club activities or sponsor or co-sponsor activities in University facilities. Clubs may not accept alcohol or tobacco products or gift certificates for alcohol or tobacco products as prizes or giveaways. Monetary prizes or monetary giveaways are not permitted.

NAME AND ADVERTISING

58. Use of “NYU” in Club Names – Clubs are recognized by the University as being “at NYU” and not “of NYU” therefore “New York University” or “NYU” shall only be used in connection with the club’s name when it follows the name of the club and is preceded by the word “at”. For example, the phrases “NYU Poetry Club” or “Poetry-NYU” are not permitted however the club title “Poetry Club at NYU” is correct. Official university teams are an exception in that they are formally “of the University”.
59. Club Name Restrictions – When selecting a name, clubs may not include in the name the words “Office”, “Center”, “Council”, “Board” or “Department”. Requests for exceptions must be approved by both Student Activities Board and the Center for Student Life.
60. Request for Changes – A registered All-University club is required to petition the Student Activities Board (SAB) by if their club proposes to change their club name, constitution, mission or category. A justification for the change should be clearly presented in the petition.
61. Use of the NYU Name, Torch Symbol and other Indicia – No individuals, registered student clubs, non-University organizations with campus chapters at NYU or other non-University organizations or businesses shall use the name “NYU” or “New York University” or the name of any school of NYU or any logo or trademark of NYU without first obtaining written permission from the Executive Director of Student Activities or NYU Legal Counsel. Registered student clubs are authorized to use the phrase “at NYU” or “at New York University” following their club name.
62. Web Policy – Information on a club’s web site, social media, or information identified as being sent from a club must not violate University policy.
63. Posting on NYU Property – Registered student clubs shall only post on University bulletin boards or other areas that the University provides for club or general University postings. Postings shall be made in the manner prescribed by the local officer of the host space.
64. Posting on Public Property – Registered student clubs shall not post on public property.
65. Posting on Private Property – Registered student clubs shall not post on private property without prior authorization from the property owners or their agents, and only in the location and manner they prescribe.
66. Club Name on Advertising and Publications – Registered student clubs shall include their full name or the acronym registered with CSL on all advertising, publications, or other printed materials intended for public distribution including those sent or posted on the internet. The name must be printed in a clearly readable font and size.

67. Identifying Affiliations with Not-for-Profit Organizations on Advertising and Publications – A registered student club that is a campus chapter of a not-for-profit organization shall identify the affiliation on all advertising, publications, or other printed material intended for public distribution including items sent or posted on the Internet. The name must be printed in a clearly readable font and size.
68. Identifying Co-Sponsors on Advertising and Publications – Registered student clubs shall identify all NYU co-sponsors of events or services on all advertising, publications, or other materials intended for public distribution including items sent or posted on the Internet. The name must be printed in a clearly readable font and size.

PUBLICATIONS

69. Publisher Statement – Each issue of a student publication must include the following statement: "This publication is published by students at New York University and NYU is not responsible for its contents."
70. Copyrights and Trademarks – Registered student clubs must receive verifiable permission from the owners of copyrighted property and trademarks in order to legally reproduce, display, exhibit, perform, or otherwise use those copyrighted properties or trademarks. NYU shall own any properties created by a student club when the production of the property was funded by University funds, club income or donations to the club or when other NYU resources, including but not limited to facilities, were used as part of the production of the property. Questions regarding ownership should be referred to the Office of General Counsel before the creation of the property.
71. Publication standards – Student publications are required to adhere to all applicable University policies and city, state, and federal laws regulating publications. Student writers, reporters, editors and publishers are expected to uphold accepted journalistic and publishing standards in respect to their publications. Publications are encouraged to discuss these standards with their CSL club advisor.

ALCOHOL

72. Registration of Alcohol Events – Clubs shall file an event form at least thirty days prior to an event where alcohol is going to be present--regardless of the sponsor, co-sponsor, funding source, or location of the activity.
73. Funding Restrictions on Alcohol – No student club may use University funds, club income or donations, to purchase alcoholic beverages.
74. Advertising Activities with Alcohol Service – When promoting a club activity where alcohol will be served, the alcohol shall not be a prominent or highlighted feature on any promotional media for the club activity.
75. Alcohol Vendor Restrictions – Student organizations wishing to provide for the service of alcoholic beverages at an on-campus event must use the NYU Catering Vendor which shall provide such service on a cash bar basis only. Events held at an off-campus site must use a licensed vendor who shall provide such service on a cash bar basis only. Bartending, monitoring and proof checking shall be the responsibility of the licensed vendor.
76. Sponsorship and Location of Alcohol Related Events – Public laws and University policies regarding the serving of alcoholic beverages at events attended by students apply to all such events regardless of whether the activity takes place on or off University premises.
77. Global Sites and Alcohol – Alcoholic beverages may be served at events held at NYU global sites, under the supervision of site supervisors, in accordance with the applicable laws governing legal drinking age in the particular country.

CONTROVERSIAL PROGRAMS

78. General Statement on Controversial Programs – NYU is committed to maintaining a free speech environment where open, vigorous discourse can occur.
79. Protest and Demonstration Protocols – A student organization registered with the Center for Student Life is required to adhere to NYU and CSL protocols regarding protests, rallies, and demonstrations when that organization is the primary sponsor or organizing body of a protest, rally or demonstration on NYU property or on public property adjacent to NYU property. See Appendix for a one-page summary of protest protocols.
80. Protest Safety Awareness – Personal safety should always be a concern. While freely exercising their first amendment rights, students are urged to treat each other with civility.
81. Freedom of Expression – The University is a community where the means of seeking to establish truth are open discussion and free discourse. Open expression thrives on debate and dissent. Free inquiry, free expression, and free association are indispensable to the purposes of the University, and must be protected as a matter of academic freedom within the University, quite apart from the question of constitutional rights. Accordingly, conditions must be such as to allow this freedom for all. Causes may be supported by orderly means; but the University cannot tolerate the suppression of ideas, or the forceful disruption of the regular and essential operations of the University community. Regardless of sincerity, no individual or group of individuals has the right to disrupt or to interfere unreasonably with the workings of the colleges, schools or divisions of the University or with the regular processes of education and service to its members. Regardless of moral impetus, no student or group of students has the right to deny the freedom of other members of the University community.
82. Distributing Literature or Petitioning on NYC Property – Registered student clubs and organizations have the right to distribute literature or engage in petitioning activities on New York City property in accordance with the First Amendment.
83. Closed Meetings Option – Protests are not permitted inside a closed meeting; however, they may take place in appropriate areas outside of the meeting. The CSL advisor and the Executive Director of Student Activities can assist protest organizers in determining an appropriate space to protest. In some buildings, NYU Public Safety supervisors may make the determination along with other appropriate University officials including building managers and operations staff. The New York City Police Department makes the final decision concerning activities on public sidewalks and streets--including whether or not the activity requires the closing of a street.

THEME MONTHS

- 84. Committees – Theme based planning committees are those organizations whose purpose is the coordination of month or week long programs centered around a common theme that bring together a cross section of student organizations.
- 85. Theme Month Applications – Theme month applications should be governed by New Club Development standards as specified by the SAB.

TRAVEL GROUPS

- 86. Tournament Club Status – CSL has granted “tournament club status” to a select group of All-University clubs with a primary mission to compete in collegiate tournaments at other Universities in the USA. These clubs are authorized by CSL to travel to CSL approved competitions in the fifty states. The club’s CSL club advisor must approve all travel itineraries and other related travel documentation required by the University in advance of travel. For safety and liability reasons CSL staff will make travel arrangements on behalf of the club when appropriate. These “tournament clubs” are the only All-University clubs approved to travel outside the five boroughs of New York City.

APPENDIX A – PHILOSOPHY

CSL Philosophy – The Center for Student Life places a high priority on offering each of our students a superior educational experience in an environment that promotes community service, social justice and ethical leadership; values personal wellness; embraces the arts and artistic expression; protects freedom of speech; supports the community building efforts of student leaders; and welcomes the contributions of our alumni.

Programming for students, by students – Club activities should be student-driven--planned and executed by NYU student leaders. All-University club activities should be designed to benefit and enlighten the NYU community and support the University's mission and the mission of the club.

APPENDIX B – MODEL CONSTITUTION

APPENDIX C – [KIMMEL RULES AND PROCEDURES](#)

APPENDIX D – [VISITORS, INVITEES & LICENSEES](#)

APPENDIX E – [SENATE RULES ON PROTEST & DISSENT](#)

APPENDIX F – [GUIDELINES FOR ADMINISTRATIVE IMPLEMENTATION OF NYU POLICIES ON SPEECH, SPEAKERS, AND DISSENT](#)