

Dear Student Leader,

Thank you for your dedication to providing students with amazing co-curricular opportunities. Your efforts to build community and provide connections to other students are greatly appreciated. Clubs and organizations at the NYU Tandon School of Engineering are vital to campus life by providing valuable social, academic, and leadership experiences, offering a wide variety of educational programming, enhancing the work of academic departments, and performing campus and community service. We appreciate the contributions and accomplishments that student organizations make on campus, and will continue supporting you and your clubs in these efforts. We also recognize the tremendous difference that student clubs and organizations have made and continue to make on campus. This is why we are aware and attentive to the needs of supporting organizations like yours by continually providing opportunities and resources for your organization and its leaders.

The Student Club & Organization Handbook contains the policies, procedures, privileges, and responsibilities of student organizations recognized by the Office of Student Leadership & Engagement at the NYU Tandon School of Engineering. It is designed to help you navigate your way to successful event planning, club management, and membership development. **Please read the Handbook carefully and use it as your reference throughout the year.** To maintain your recognition status as an organization, it will be necessary to be familiar with the policies and procedures, so that as you conduct business on campus you are in accordance with all University guidelines, policies, and procedures. To support this goal, **at least four members of your Executive Board must complete the required Student Leader Orientation (SLO) training at the beginning of their term.** During this training, all policies and procedures will be reviewed but it is also your responsibility to be familiar with the Student Club & Organization Handbook and all the policies, procedures, and guidelines contained within it.

The NYU Tandon School of Engineering Office of Student Leadership & Engagement is committed to providing you with the tools and support necessary to be successful in reaching your organizational and leadership goals. Please feel free to drop by the office to ask questions or find resources on the endeavors your organization wishes to pursue. We look forward to seeing the creative and purposeful programming from each organization throughout the upcoming school year. Best wishes for a successful year, and thanks again for your contributions to the NYU Tandon School of Engineering community!

Sincerely,

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STUDENT CLUB AND ORGANIZATION HANDBOOK QUICK REFERENCE GUIDE

To support your use of this handbook, below, please find a list of frequently asked questions with links to the relevant sections.

Recognition

- [What are the benefits of being recognized by OSL&E?](#)
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SECTION 1: OVERVIEW OF THE OFFICE OF STUDENT LEADERSHIP & ENGAGEMENT

MISSION STATEMENT

The mission of the NYU Tandon School of Engineering Office of Student Leadership & Engagement (OSL&E) is to support the academic goals of the University by providing services and programs designed to enhance and maximize students' co-curricular educational opportunities. All programs and services are designed and implemented with the aim of creating a rich educational environment, infused with the core values of:

- community engagement and civic responsibility,
- diversity and cultural competency,
- innovation and creative thinking,
- interpersonal and leadership development, and
- connection to the [global network university](#)

OSL&E strives to increase student satisfaction in Brooklyn, assist in the retention of students leading to graduation, and provide opportunities for students to develop essential life skills.

CORE VALUES

Aligned with the NYU Tandon School of Engineering's goals, the Office of Student Leadership & Engagement will promote a positive school climate that empowers students in regards to:

- **Community Engagement and Civic Responsibility**
 - We believe in broadening the educational experience through active civic engagement and embracing the NYU tradition of being "a private university in the public service".
- **Diversity and Cultural Competency**
 - We believe in developing intercultural competency and fostering an inclusive community that recognizes the value that diversity brings to the campus community.
- **Innovation and Creative Thinking**
 - We believe in creating a collaborative environment that embraces interdisciplinary thought and social entrepreneurship, to support the development of creative leaders.
- **Interpersonal and Leadership Development**
 - We believe in the holistic development of intellectual, emotional and interpersonal skills that further individual and community growth.
- **Connection to the Global Network University**

We believe in complementing and supporting the University's academic mission as an international center of scholarship, teaching and research.

LOCATION & HOURS

We are located in 5 Metrotech Center (Dibner Library Building) on the second floor in rooms LC 221 and LC 223. The office is open weekdays Monday - Friday, 9:00 a.m. - 5:00 p.m., throughout the Fall and Spring semesters, except for University holidays and breaks. **Please note, Graduate Assistants only work 20 hours per week.**

SECTION 2: RECOGNITION OF STUDENT ORGANIZATIONS

TYPES OF ORGANIZATIONS

NYU Tandon School of Engineering is fortunate to have a variety of co-curricular organizations on campus. Organizations are categorized as Undergraduate Clubs, Graduate Clubs, or Exclusive Organizations to better communicate their general purposes and activities to interested students. However, please note that both Undergraduate and Graduate Clubs are open to all students. The Office of Student Leadership & Engagement describes organizations as belonging to one of the following categories:

Undergraduate Clubs

- Clubs with a majority of undergraduate students (above 50%) on their Executive Board at the time of recognition will be identified as an Undergraduate Club, will be assigned a Staff Advisor (SA) and Graduate Assistant (GA) from the Office of Student Leadership & Engagement, and will receive their funding from the Tandon Undergraduate Student Council (TUSC).
- Clubs that are affiliated with national organizations that charge membership dues may collect dues from their members that correspond with national organization's fees. Clubs that are funded by the Student Activities Fee (through TUSC), and are not affiliated with a national organization are not permitted to charge their members club dues.

Graduate Clubs

- Clubs with a majority of graduate students (above 50%) on their Executive Board at the time of recognition will be identified as a Graduate Club, will be assigned a Staff Advisor (SA) and Graduate Assistant (GA) from the Office of Student Leadership & Engagement, and will receive their funding from the Tandon Graduate Student Council (GSC).
- Clubs that are affiliated with national organizations that charge membership dues may collect dues from their members that correspond with national organization's fees. Clubs that are funded by the Student Activities Fee (through GSC), and are not affiliated with a national organization are not permitted to charge their members club dues.

Exclusive Organizations

- Clubs that reserve the right to choose their membership (e.g. fraternities, sororities, honor societies, etc.), will be identified as an Exclusive Organization, will be assigned a Staff Advisor (SA) and Graduate Assistant (GA) from the Office of Student Leadership & Engagement, and will receive their funding from either TUSC or GSC in accordance with the representation of undergraduate and graduate students on their Executive Board at the time of recognition.
- Exclusive organizations do receive funding from the Student Activities Fee (through either TUSC or GSC), but may only use that funding for events that are open to the entire NYU Tandon School of Engineering community. Events that are limited to their members only must be funded through their Revenue Account, approved Supplemental Funding, or outside funds (e.g. sponsorship, fundraising, etc.).

RECOGNITION STATUS FOR ORGANIZATIONS

Active Status

Once a club/organization completes the requirements of Incubation Status, the club will enter into Active Status and be eligible for all benefits and privileges associated with Active Status. To maintain Active Status, clubs/organizations must:

- Submit the Club Re-Registration Form before the deadline set by OSL&E, usually May 31.
- Review and update the club constitution annually during the re-registration process.
- Report any revision of the name, constitution and by-laws, or officers of your organization to OSL&E. All revisions and changes must be made in accordance with the procedures prescribed within the club's existing constitution and by-laws.
 - Any changes to the club's officers and/or executive board must be submitted via email to the club's Staff Advisor and updated on NYU Engage.
- Maintain **at least four (4) executive board members**:
 - All clubs must have a **President & Treasurer**. Both the President & Treasurer must be currently enrolled or continuing NYU Tandon School of Engineering students who are studying on the Brooklyn Campus.
 - **At least four (4)** officers must be currently enrolled or continuing NYU Tandon School of Engineering students who are studying on the Brooklyn campus. Additional officers may be students from other NYU Schools.
 - **All officers must be** currently enrolled or continuing NYU students in good academic and disciplinary standing, who maintain at least a 2.0 term and cumulative GPA (undergraduate) or 3.0 term and cumulative GPA (graduate). Good academic and disciplinary standing will be confirmed by OSL&E at the beginning of each academic term. When completing the Club Re-Registration Form (through NYU Engage), officers, through their submission of their information, provide consent to disclose student academic records to the Office of Student Leadership & Engagement. For more information on the NYU Tandon School of Engineering's policy regarding privacy under the Family Educational Rights and Privacy Act (FERPA) please visit: <http://engineering.nyu.edu/academics/code-of-conduct/ferpa>.
- Maintain at least (8) non-executive board members/general members that are NYU Tandon students.
 - Student organizations may not restrict membership based on race, gender and/or gender identity or expression, color, creed, religion, age, national origin, ethnicity, disability, veteran or military status, sex, sexual orientation, pregnancy, genetic information, marital status, citizenship status, or on any other legally prohibited basis. Such discrimination is unlawful and undermines the character and purpose of the University.
 - Social fraternities' and sororities' are permitted, under Title IX, to set their own membership requirements on the basis of sex. 20 U.S.C. § 1681(a)(6)(A); 34 C.F.R. § 106.14(a). Professional fraternities and sororities and service and honor societies are subject to the requirements of Title IX and may not exclude members on the basis of

sex. 34 C.F.R. § 106.31(b)(7).

- Maintain a faculty advisor. A faculty advisor can be any full-time or part-time faculty member or full-time staff member of the NYU Tandon School of Engineering, including adjunct faculty.
- Ensure that at least four (4) executive board members complete the **REQUIRED** Student Leader Orientation (SLO) training, located on Brightspace, in the Fall semester. New officers elected for or during the Spring semester are required to complete the SLO training at the beginning of their term.
 - Clubs authorized to use purchasing cards: ensure that the president and treasurer complete the additional SLO module for club purchasing card training at the beginning of their term.
- Host a minimum of three (3) events per semester.
 - At least two (2) of the required events must be hosted on-campus in NYU Tandon buildings.
 - At least two (2) of the required events must be sole-hosted. Only one (1) co-sponsored event can be counted towards the three (3) event requirement.
- Track attendance via NYU Engage for all events.
- Meet with their assigned Staff Advisor at least once per month.
- Remain in good standing with national or international umbrella organizations or headquarters (if affiliated). Organizations that are suspended by their national or international headquarters will be automatically placed on Inactive Status with the University.
- Abide by all OSL&E and Student Council funding, club purchasing card, and reimbursement policies.
- Comply with the OSL&E travel policy, including registering all student club travel outside the five boroughs of New York City.
- Follow all other club/organization policies outlined by Student Council, OSL&E, and the University.
- Follow all University policies and procedures.

Failure to abide by the requirements of Active Status may result in a club being placed on Probation status.

Probation Status

OSL&E will evaluate the status of each club at the end of each semester. Student organizations can be placed on Probation Status for a number of reasons, that include but are not limited to the following:

- going a significant amount of time during the year without regular activity (relative for each organization) and/or
- failing to meet the requirements for Active Status, that include but are not limited to:
 - hosting 3 events per semester,
 - meeting with the organization's assigned Staff Advisor on a monthly basis,
 - maintaining at least four executive board members,
 - maintaining a faculty advisor,
 - taking attendance at all club events,
 - compliance with policies and procedures outlined in the Student Club & Organization

Handbook during the academic year.

Clubs on probation will be required to abide by the following terms, **in addition to the terms of Active Status**, in order to regain Active Status for the following semester:

- Meet with their assigned Staff Advisor during the first month of the semester to review their past performance and outline customized goals for the Probation semester.
- Meet **bi-weekly** with their assigned Staff Advisor to review goals, funding usage, and event planning.
- Meet monthly with their faculty advisor to review goals and club progress.
- Schedule a final recognition review meeting with their assigned Staff Advisor to review goals and semester progress. Following this meeting, the Staff Advisor will make a recommendation regarding status for the following semester.

Clubs and organizations who fail to meet their Probation Status requirements for two consecutive semesters will be considered for Inactive Status.

Inactive Status (Closure)

Clubs that have failed to meet their Probation Status terms for two consecutive semesters, maintain membership requirements (4 executive board members, 8 non-executive members), fail to complete the annual Club Re-Registration process, cease communication with OSL&E for at least one (1) semester, and/or decide they no longer wish to be recognized at NYU Tandon will be placed on Inactive Status. **Clubs on Inactive Status are essentially closed. Once placed on Inactive Status, students must apply for new club recognition if interested in reviving the student club.**

BENEFITS AND PRIVILEGES OF RECOGNIZED ORGANIZATIONS

- Use of designated University space for meetings and programs, including space at both the NYU Tandon School of Engineering and space designated for club use in non-Tandon NYU Buildings.
- Access to funding to support club events and NYU financial resources including purchase orders, i-Buy NYU, a club purchasing card (if applicable), and the NYU accounting infrastructure.
- NYU email alias.
- Listing in the club directory on the Office of Student Leadership & Engagement website and NYU Engage directory.
- Ability to host events and programs that are open to the NYU Tandon community.
- Student Leader Orientation.
- Advisement and support for club management and development.
- Access to calendar of events and campus wide promotion via NYU Engage platform.
- Advertisement of events in the weekly *Tandon Times* newsletter and on OSL&E social media channels.
- Use of available resources including office materials and supplies.
- Use of a (1) locker for your organization's materials.
- A banner with the club name/logo. Clubs are eligible for a new banner every six years. If a

banner is lost and needs to be replaced within the six year period, the club must pay for the banner out of their Revenue Account.

RESTRICTIONS

Clubs **WILL NOT** be considered for recognition if they:

- Engage in activities the University deems as posing personal health or safety risks to participants.
- Require additional insurance.
- Require specialized practice/rehearsal spaces or other specialized facilities beyond the availability and scope of what NYU Tandon can provide in our existing NYU Tandon facilities.
- Provide services more appropriately provided by University offices or government agencies.
- Have membership restrictions that violate NYU's Non-Discrimination and Anti-Harassment policy, that are not exempt under Title IX.
- Are incorporated as for-profit business or non-profit organizations.
- Plan to hold off-campus activities or to attend off-campus activities without the official sponsorship of an academic or administrative office at NYU Tandon.
- Have a mission or purpose that conflicts with the mission, purpose and values of the University.
- Are social fraternities/sororities or societies not affiliated with an academic or service interest.
- Are club sports or organizations of a recreational nature.

WITHDRAWAL OF RECOGNITION AND SANCTIONING STUDENT ORGANIZATIONS

If University policies or procedures are violated, student organization sanctions may include, but are not limited to:

- written warning,
- placement on Probation Status,
- suspension of organization recognition for a set period of time, and
- complete withdrawal of organization recognition (placement on Inactive Status).

Individuals may also be sanctioned by the University for their role in violating policy.

RELATIONSHIP WITH THE UNIVERSITY

- NO organization shall in any publication, radio or television broadcast, public performance, or otherwise purport to represent the views or opinions of NYU.
- ANY form of advertising for a student organization sponsored event using the NYU/NYU Tandon School of Engineering name and/or logo must be stamped and approved by the Office of Student Leadership & Engagement. Use of the University's name and/or logo is restricted to the guidelines provided in the [NYU Identity Guide](#).
- Failure to adhere to these policies may result in loss of recognition status or sanctions to the organization or individual as determined by the Office of Student Leadership & Engagement, as well as the Office of Student Life & Services and/or the Office of Student Conduct and Community Standards as appropriate.

DISSOLUTION OF AN ORGANIZATION

If an organization wishes to dissolve and withdraw its status as a recognized student organization of the NYU Tandon School of Engineering, it must take the following steps:

- **A Written Statement/Letter** – an executive officer of the organization must submit their intent to dissolve the organization in writing via email to the Director of the Office of Student Leadership & Engagement.
- **Get Faculty Advisor consent** – the organization must have their advisor sign the letter or statement wishing to dissolve the organization or email OSL&E directly confirming their understanding that the organization will be dissolved.
- **Submit the written statement to the Office of Student Leadership & Engagement as soon as the decision is made and consent is placed in writing** – All financial accounts and outstanding budgetary issues must be settled before the organization is allowed to fully dissolve.
 - During the process, all executive board members are responsible for any outstanding issues related to the organization, including but not limited to finance and administration.

SECTION 3: FUNDING RESOURCES & PROCEDURES

GENERAL FUNDING PROCESS

Student organizations recognized by the University receive various forms of support from the Office of Student Leadership & Engagement and their respective Student Council. A major portion of the annual Student Engagement budget is allocated to student organizations to support programs executed by student groups and the Office of Student Leadership & Engagement, as well as other counterparts within Student Life & Services. The Office of Student Leadership & Engagement and Student Councils assist organizations by funding programs benefiting the entire student population.

General Funding Policies

- Club funding is separated into three types:
 - Initial Allocation - provided by OSL&E at the beginning of each semester. This allocation is to be used for programming for the semester in which it is allocated. Organizations are not required to submit requests to use their initial funding allocation for events, but are required to follow the Organization Spending Guidelines outlined below. Funding decisions are based on amount spent in previous semesters and engagement level, as measured by number of events and attendance. Initial Allocation funds will not roll over from semester to semester. If any organization would like to roll over their funding from Fall to Spring semester ONLY, the club must submit a request in writing to their Staff Advisor including the intended purpose of rolled funds by December 1. Requests for rollovers will be approved on a case-by-case basis. No funding can be rolled between academic years.
 - Supplemental Funding - Student Council allows for supplemental funding requests to be made throughout the academic year. Any student organization wishing to obtain supplemental funding must submit a supplemental funding Budget Request Form via NYU Engage. Limited supplemental funding is available; therefore, organizations should ensure that they are using their initial allocation to its full potential before requesting supplemental funding. Decisions on Supplemental Funding Requests are entirely at the discretion of NYU Tandon Student Councils. Supplemental funding must be used for the specific program(s) included in the application and cannot be rolled over into another program or another semester. Supplemental Funding can be requested for one of three reasons: (1) New Initiative/Program, (2) Co-Sponsorship with Student Council, or (3) Competition, Conference, Project, or Research.
 - Revenue Accounts - Revenue accounts are created for clubs that raise funds through active fundraising and donations. Revenue account balances roll over from year to year and may be used in future academic years. Monies deposited in the organization's revenue account may be used for any purchases, including prizes, gifts, conferences, competitions, and other areas where initial allocation and supplemental funding cannot be used, with the exception of gift cards, alcohol/drugs, and any other items, materials, substances, etc. that are defined as illegal and/or against NYU policy.
- All spending, regardless of which funding type is used, must adhere to the Organization Spending Guidelines outlined below.

- In general, club funding is not available during the Summer. Initial Allocations and Supplemental Funding allocations expire on the last academic day of the Spring semester. Any requests for Summer funding or Summer spending must be made in writing to the Director of Student Leadership & Engagement.
- Failure to register events on NYU Engage and/or take attendance may result in a reduction in funding for the following semester and/or placement on Probation Status. OSL&E reserves the right to decrease a club's funding in response to failure to adhere to policies and procedures outlined in the Student Club and Organization Handbook.

Organization Spending Guidelines

- Initial Allocation and/or Supplemental Funding can be used for:
 - o Catering.
 - o Advertising, printing, copying, etc.
 - o Supplies, decorations, etc.
 - o Speaker/Presenter Fees.
 - o Off-campus events, with prior approval from OSL&E.
 - o Giveaways that are available for all attendees of an event.
- Initial Allocation and/or Supplemental Funding **cannot** be used for:
 - o Alcohol or other drugs.
 - o Prizes that are awarded to a select number of attendees.
 - o Gift cards.
 - o Gifts for participants, presenters, members, officers, and/or advisors including t-shirts and other branded items.
 - o Conferences and competitions, unless explicitly approved by the Director of Leadership & Engagement via email. Organizations are encouraged to solicit outside funding for these opportunities, as they usually only support individual students and not the entire organization.
 - o Events that are not open to the entire student body. RSVP lists are allowed, but funding is not to be used for closed/exclusive events such as executive board meetings, volunteer appreciation events, executive board transitions, etc.
 - o Fundraisers, including supplies, food, advertising, etc. except where allowed under the fundraising guidelines.
 - o Membership fees, scholarships, etc.
 - o Supplies for events outside of the current semester, unless explicitly approved by the Director of Student Leadership & Engagement.
 - o Events taking place during the Summer, unless explicitly approved by the Director of Student Leadership & Engagement.
 - o For supplemental funding ONLY: anything outside of what was included in the original, approved request unless explicitly approved by the appropriate Council, either the Tandon Undergraduate Student Council (TUSC) or Graduate Student Council (GSC), via email or via NYU Engage.
- Revenue Accounts **cannot** be used for:
 - o Alcohol or other drugs.

- o Gift cards.
- o Events taking place during the Summer, unless explicitly approved by the Director of Student Leadership & Engagement.
- o Any other items, materials, substances, etc. that are defined as illegal and/or against NYU policy.

FUNDRAISING AND SPONSORSHIP

Fundraising

Any fundraising activity related to your organization is considered an event. If your organization would like to hold a fundraiser, please complete the **Create Event Form** on NYU Engage at least three (3) weeks prior to the event and identify that the event is a fundraiser.

If your organization is holding a fundraising event, **you may not use your initial allocation or supplemental funding to purchase supplies, food, advertising materials, etc.** A club may refund members for out-of-pocket expenses related to the event, **in exchange for original receipts**, out of funds raised before depositing them with OSL&E by completing the **Collection of Funds Form** available on NYU Engage. Under no circumstances should a club/organization keep cash/checks in their possession.

Successful Fundraising Strategies include, but are not limited to:

- Bake/Candy/Cultural Food Sale.
 - o Please note, all food must be brought in fully-cooked and fully-prepared. **Students may not cook or prepare food on University premises.**
- Donation/entrance fee to participate in an activity.
- Admission fee to an event.
- Collecting donations at meetings, events, or tabling.

Sponsorship

If your club/organization plans on soliciting funds from NYU alumni, faculty, staff and/or administration, or external corporate donors, your club **MUST** register your intention using the Club Donation and Sponsorship Request Form on NYU Engage.

Prior to submitting your request, please prepare a draft sponsorship letter/packet using the Student Club Donation Template (available through NYU Engage) and a list of all potential donors you plan to contact for donations. Items that should be included in the letter are:

- Introduction of your club and its mission.
- Reason as to why you are reaching out to this individual/department/company.
- How the organization will utilize the funds that are being requested.
- List of the goals for the upcoming academic year.
- A brief description of what your organization does outside of the planned use of funds.
- Information of where to send payment, if they agree to donate to the organization. Please note,

all donations must be made payable to the NYU Tandon School of Engineering and mailed directly to the attention of the club, care of OSL&E, at 5 MetroTech Center, LC223, Brooklyn, NY 11201.

After receiving approval from OSL&E and distributing donation requests, update OSL&E as donations are confirmed so that the office is aware of incoming sponsorship donations. This information is used to track your club's donations in NYU Engage under Revenue Account.

Collecting Money Electronically

For purposes of fundraising or sponsorship, clubs are permitted to collect money electronically using mobile payment services (Venmo, Paypal, etc). To do so, clubs must:

- Select a student who is willing to use their personal account to collect the funds. OSL&E strongly recommends choosing the club president or treasurer and only using ONE student for an entire academic year.
- Create a description for your event that can be put in the memo section of the transaction. **This description MUST include the name of the club, date of the event, and name of the event (e.g. OSL&E – 01/05/23 – Hurricane Relief Fundraiser) and must be included on EACH donation.** OSL&E recommends including the description on your marketing materials and having it readily available for donors to use.
- **Withdraw all donations IN CASH** from the account holder's bank account within one (1) business day of the event.
- Turn in the cash, the Collection of Funds Form (available on NYU Engage), and a printed statement from the mobile payment service that accounts for all donations within one (1) business day of the event. The total of all donations on the statement marked with the event description (see above) **MUST MATCH** the total amount turned in.

Note: NYU does not have a method to provide clubs with a physical bank account to tie to a mobile payment service. Clubs who elect to use this option should do so with the understanding that it is tied to an individual student's bank account and therefore, any money collected is not secured or guaranteed by NYU. Clubs and students using mobile payment services should understand the inherent risks before choosing these methods.

CLUB PURCHASING GUIDELINES

Where possible, clubs should use i-Buy to purchase items for events. An array of vendors, including Amazon and Best Buy, are available via i-Buy. Students purchasing items for events should confirm whether the relevant items are available via i-Buy. Purchases made by students on personal accounts, which are available through vendors offered on i-Buy, **will not be reimbursed.**

Clubs that plan to process large expenditures, or are unsure about whether their expenditure is eligible for reimbursement, should meet in advance with their Staff Advisor to discuss payment.

Student Reimbursements

All reimbursements, regardless of which funding source they come from, must be submitted within two

(2) weeks of the event or the final semester deadline set by OSL&E (usually the last day of classes), whichever comes first. **Students must follow the reimbursement guidelines outlined below to have their reimbursement approved. OSL&E reserves the right to deny reimbursements that are made after the established deadline.**

To submit a reimbursement request:

- The student who made the purchase must fill out the Tandon OSL&E Student Club Reimbursement Form available on NYU Engage.
 - The student must attach valid receipts and/or documentation following the below receipt guidelines.

Receipt Guidelines: All receipts must be an electronic copy/version (photo, download, email, screenshot) as a .jpeg, .jpg, .pdf, or .png and include:

- Name and address of the business.
- Date of purchase.
- Final delivery confirmation with total amount charged.
- Itemized cost and description of the purchase.
- Method of Payment (cash, credit card, debit card, check).
 - If paid with cash, the receipt must state that items were paid for and paid in cash.
 - If paid with card, the receipt must show the last four digits of the card number.
 - If the receipt does not show this, submit a redacted bank statement with the date, vendor, and item purchased with the last four digits of the card number on the statement with the corresponding original receipt(s).
 - **Please note, payments cannot be made with Apple Pay, Google Pay, Venmo, PayPal, or any third-party payment platform. Reimbursements submitted with these payment methods will be denied.**
- Amount paid.
- Balance due (usually zero dollars).
 - If the balance is greater than zero, then the receipt should show the amount paid and the remaining balance due.
- Make sure the receipt is in English or translated to English. This includes converting foreign currencies to USD.

Once approved in NYU Engage, a Graduate Assistant and Staff Advisor will then process the reimbursement in Albert SIS.

- After the payment has been approved by an Staff Advisor, students will receive their reimbursement in one of the following ways:
 - If the student is enrolled in Direct Deposit, payment will be made to their Bursar Electronic Suite (eSuite) Direct Deposit account. The student will be notified via automated email once their reimbursement has been approved and will be able to track it in Albert SIS. Students that wish to be reimbursed via direct deposit must confirm that they have registered their account for direct deposit via Albert SIS.

- If the student is not enrolled in direct deposit, they will be paid via check. The check will be mailed to the "Mailing Address" listed in Albert SIS. If the student has not created a Mailing Address, the check will default to the Permanent Address.
- Students also have the option of picking up a cash reimbursement if the total amount of their request is **\$300 or less**. The student must select the cash option when completing the reimbursement form in NYU Engage.
 - The student will be notified via automated email that their payment is approved and ready for pickup. They can pick up cash at any of the locations listed below. Please make sure to bring a PHOTO ID.
 - Brooklyn StudentLink Center: 5 MetroTech Center, Suite 201
 - Manhattan StudentLink Center: 383 Lafayette Street, 1st Floor

Payments through NYU

OSL&E can arrange for payments to both external vendors or individuals as an alternative to the student reimbursement process. The following options are available:

- **i-Buy NYU (i-Buy Marketplace vendors ONLY)** - i-Buy NYU is the University's system for requisitioning, paying suppliers, and procuring goods and services. The i-Buy NYU Marketplace features vendors with contracted pricing and goods/services especially for NYU. All items purchased through the i-Buy NYU Marketplace are directly billed to the student club and items are directly shipped to OSL&E for pickup.
 - **Clubs are required to use i-Buy NYU to make purchases for any vendor in the Marketplace, including Amazon, NYU Bookstore, WB Mason (office supplies), and Best Buy. Purchases made at these vendors outside of i-Buy NYU will not be reimbursed.**
 - For a full list of i-Buy NYU Marketplace vendors, please access the i-Buy NYU homepage through NYU Home.
- **Credit Card Payments (vendors ONLY - under \$2000)** - Any clubs making payments to external vendors or individuals via credit card must contact their Staff Advisor to make an appointment to visit OSL&E to use the office purchasing card. It is recommended that clubs make appointments to use the credit card at least one (1) week in advance of their event to ensure availability. Permission will not be granted for club officers to take the OSL&E purchasing card off campus to make payments in-person - all payments must be made via phone or online.
- **Checks and Direct Deposit (vendors and individuals – under \$1000)** - Any clubs making payments to external vendors or individuals via check or direct deposit must contact their Staff Advisor to start the vendor enrollment process. The vendor enrollment process takes approximately 2-4 weeks based on the response time of the vendor. After vendor enrollment approval is granted, a check will be requested and is usually mailed or deposited 4-8 weeks after the check request is approved.
- **Purchase Orders (vendors and individuals – over \$1000)** - Club must meet with their Staff Advisor to review the process. A purchase order (PO) must be created, which entails enrolling the vendor with NYU (if not already an approved vendor), using a contract or price quote to create the PO, and submitting an invoice for payment. Clubs must request a PO at least 30 days before their event. Payment via PO takes at least 60 days after the date of the event.

Club Purchasing Card

University purchasing cards are issued on **an invitation-only basis to eligible clubs** that spend more than \$2500 annually. The purchasing card will be in the name of the club and may carry over from year to year depending on club spending. Club presidents and treasurers are designated as the primary card holders and **MUST** complete training at the beginning of their term in order to be able to use the card. If you believe your club is eligible for a University purchasing card and you have not been invited into the program, please contact your Staff Advisor.

- Club presidents and treasurers are responsible for maintaining their card. They will check it out from OSL&E at the beginning of the academic year and must return it at the end of the year. They are responsible for checking the card in and out to club members and tracking it on a log that is shared with their Staff Advisor.
- Once a purchase is made, the purchaser should send a copy of the receipt along with a description of the purchase and the event name and date it was made for to the club president and treasurer.
- Within three (3) business days, the president or treasurer must reconcile the expense by:
 - Uploading ONE supporting document that contains the receipt and the approved event page from NYU Engage.
 - Entering an Expense Description that contains the source of the funding (initial allocation, supplemental allocation, or revenue fund) AND the event name and date (e.g. Initial – ASCE General Body Mtg – 9/4/23).
- The club's Graduate Assistant will review the expense and receipt, enter the correct chartfield number, and track the expense in NYU Engage.
- Once the Graduate Assistant has reviewed the expense, the club's Staff Advisor will complete the final review process.

The following policies apply to all club purchasing cards:

- All presidents and treasurers of clubs with purchasing cards must complete the OSL&E purchasing card training.
- All purchases must follow the OSL&E initial, supplemental, and revenue fund spending guidelines. Any purchases made in violation of the spending guidelines will be denied and the club/individual must reimburse OSL&E from their revenue fund or personal funds.
 - Additionally, club purchasing cards CANNOT be used for deposits. If a vendor is requiring a deposit, please contact your Staff Advisor for assistance.
- All receipts must be uploaded within three (3) business days. Failure to reconcile expenses within three (3) business days may result in the loss of the card.
- The card limit will be set to the club's initial allocation for the semester, plus any supplemental funding that is granted. **Club officers are responsible for communicating with their Graduate Assistant if they need money from their revenue account added to the card.** There is also a transaction limit for each card that is set to approximately half of the club's initial allocation for the semester. If club members need to make a purchase larger than this limit, please contact your Graduate Assistant.
- Club leaders should notify OSL&E staff members immediately in the case of a denied

transaction.

- Club leaders should notify OSL&E staff members immediately in the case of a lost/stolen card. OSL&E reserves the right to not replace a lost card.
- Club leaders should notify OSL&E staff members immediately in the case that the president or treasurer has stepped down, been removed, and/or been replaced.
- **OSL&E reserves the right to alter the card limit and/or revoke the purchasing card at any time for any reason. The club purchasing card is a privilege, not a right, and should be treated as such.**

SECTION 4: EVENT PLANNING

PROGRAM PLANNING CHECKLIST

Event planning is easy through the utilization of NYU Engage. Below are the steps for creating an event:

3+ Weeks Before:

- ☐ Brainstorm event ideas and get suggestions for all event details (date, time, location, names of speakers/performers, and budget) before submitting an event request.
 - o Make sure you think through all the logistics for your event including: space requests, catering, facility needs and A/V equipment, publicity, etc.
- ☐ Complete the **Create Event Form** on NYU Engage
 - o On the Create Event Form, clubs will be required to submit:
 - [Room preferences](#) and [requested room layouts](#) (if applicable).
 - **Note: there are no classroom reservations available for the first two weeks of each semester.**
 - Media Services needs.
 - **Note: rooms supported by Campus Media may incur additional costs. We recommend using rooms supported by Tandon Media.**
 - Catering plans.
 - If the event is open to non-NYU guests.
 - o For reservations at the Kimmel Center for University Life, club presidents/treasurers can create an account online on the Kimmel One Stop system to make reservations for all available Kimmel rooms. Club presidents/treasurers book spaces in the Kimmel Center directly; this is not managed by OSL&E. Please note, reservations in the Kimmel Center may come with costs. Ensure all costs can be covered by your available budget before confirming your reservation.
 - o Clubs that are requesting the use of facilities that are directly controlled by a specific department such as an academic department (lounges, classrooms, labs, etc.) may use such facilities with permission granted by the controlling department. **However, a Create Event form is still required on NYU Engage where you will note that the room has already been reserved and approved by the controlling department.**
 - o The Office of Student Leadership & Engagement (or designee) may give special permission for non-registered/recognized clubs to use campus facilities that are not otherwise in the control of a specific department.
 - o Please ensure that the Student Life & Services (SLS) Space Administrator, your Staff Advisor, and your Faculty Advisor are listed as approvers for your submission. The SLS Space Administrator will organize rooms and media for your event. Your faculty advisor and Staff Advisor will approve the event submission when the space has been organized and the content has been deemed appropriate.
- ☐ Submit any contracts for external vendors (require 30 days notice)

2 Weeks Before:

- ☐ Submit Catering Request through Plated Catering, if using on-campus catering.
- ☐ Submit Campus Safety Requests (if needed, the SLS Space Administrator will submit).
- ☐ Submit Custodial Requests (if needed, the SLS Space Administrator will submit).
- ☐ Submit Media/Audio Visual Requests (if needed, the SLS Space Administrator will submit).
- ☐ Submit Design Request Form (if needed).
- ☐ Submit Advertising Request Form (if needed).
- ☐ Place orders on i-Buy NYU to ensure items arrive in time for the event.
- ☐ Verify that you have all supplies and materials you need.

1 Week Before:

- ☐ Submit final non-NYU guest list via [NYU Campus Safety guest registration system](#) (if needed).
- ☐ Confirm that volunteers know how to track attendance on NYU Engage via the Campus Labs Check In App.
- ☐ Ensure your event is approved on NYU Engage. Events not approved by Wednesday of each week will not be included in the following week's *Tandon Times* newsletter released each Monday.
- ☐ Market your event (social media, flyers and digital boards)
- ☐ Duties/locations for volunteers should be finalized and communicated.

Day of Event:

- ☐ Make sure you have your work order numbers (if applicable) and space layout handy.
- ☐ Designate a volunteer to check-in attendees via the Campus Labs Event Check-in app using your event-specific Access Code available on your NYU Engage event page.
- ☐ Have fun!

After the Event:

- ☐ Follow up on any payments for vendors, etc.
- ☐ Evaluate your program and document your success.
 - o Clubs and organizations can evaluate their events by using the assessment tools embedded into the event request process on NYU Engage.
 - o To determine if the event is something the group should do again, answer key questions:
 - Did the event meet group goals?
 - Did participants enjoy the event?
 - What could be done differently?
 - What should stay the same?
 - Did the group allocate adequate time to plan the event?
 - What is the timeline for planning and when should things happen in the future?
 - o Review the budget and make notations on how money needs to/can be better allocated to meet the goals of the event.
- ☐ Follow-up with your Staff Advisor to make sure attendance was tracked and/or add any additional attendees.
- ☐ Submit reimbursement requests within two (2) weeks.
- ☐ Submit receipts for anything purchased with the OSL&E purchasing card within three (3) business days.

- ❑ Submit receipts for anything purchased on a club purchasing card within three (3) business days.
- ❑ Thank volunteers and celebrate your success! Send a thank you email to any faculty/ staff/ stakeholder that may have participated in the event (e.g. guest speakers, panelists, etc.).
- ❑ Have a debriefing meeting with e-board and advisor.

TRACKING ATTENDANCE

Clubs are required to track attendance for all events using the Campus Labs® Event Check-in app that pairs with NYU Engage. To track attendance on the app:

- Locate and Copy your Event's Access Code
 - Go to engage.nyu.edu and tap the blue SIGN IN button in the upper-right of the screen.
 - Login with your NYU NetID and password, and complete the NYU Multi-Factor Authorization (MFA) if prompted.
 - Tap the Menu (3 horizontal lines to the left of "Home" in the upper-left corner of the screen).
 - Tap Events and search for your event by name.
 - Tap Manage Event.
 - You will find the Access Code under the details. Copy the Access Code and proceed to begin the attendance-taking process.
- Begin the attendance-taking process
 - Open the Campus Labs® Event Check-in app (available for free download in the [Apple App Store](#) and on [Google Play](#)).
 - Enter the Event Code (the Access Code copied from NYU Engage above).
 - Tap Start Session.
 - Login with your NYU NetID and password, and complete the NYU Multi-Factor Authorization (MFA) if prompted.
 - Tap Start Scanning. You can now scan an attendee's Engage Event Pass QR code to check their basic details, including RSVP status.
 - On your first use, you may be required to allow the app to use your camera.
 - Tap Check-in to confirm the attendee and click OK to scan the next attendee's Engage Event Pass.
- **Failure to take attendance may result in a reduction in funding for the following semester and/or placement on Probation Status.** OSL&E reserves the right to decrease a club's funding in response to failure to adhere to policies and procedures outlined in the Student Club and Organization Handbook.

EVENT CANCELLATIONS

In the event that a club/organization needs to cancel an event, the club must:

- Send an email notification to their Staff Advisor at least two (2) business days prior to the planned event stating the reason for cancellation and plans for rescheduling (if applicable).
- Cancel their event on NYU Engage.
- Failure to cancel the event on NYU Engage and notify the club's Staff Advisor at least two (2)

business days in advance may result in loss of space for future reservations and charges for services booked on behalf of the club that cannot be canceled (janitorial services, catering, media, Campus Safety, etc.), in addition to the possible loss of further privileges for the club or organization.

POLICIES, PROCEDURES, AND EXPECTATIONS WHEN USING CAMPUS SPACES

- OSL&E expects clubs to clean up after your meeting or event. Furniture that is moved by your organization should be replaced, and garbage should be placed in the nearest receptacles. Any items borrowed from OSL&E must be returned the next business day following your event. OSL&E reserves the right to charge a club/organization's Revenue Account for cleaning costs, replacement of materials/supplies, and/or any other costs incurred as a result of your club/organization's event.
- Drugs, alcohol (unless approved), and smoking are not permitted in any building at NYU.
 - **Alcohol Policy** – No alcoholic beverages of any kind may be served at University-sponsored events, whether on- or off-campus, without the written permission of the Associate Dean of Student Life & Services.
 - Such permission may be granted only if attendance at the event is limited to individuals **21 years of age or older** AND full-time OSL&E staff members are available to attend.
 - At such events, the sponsoring organization will be required to legally proof (**age ID and NYU ID**) all persons seeking admission to the event.
 - The number of alcoholic drinks allowed per person will be determined by the Associate Dean of Student Life & Services based on the duration of the event, expected attendance, and additional relevant factors.
 - In the event this policy is breached, the organization may be placed on immediate Probation and/or Inactive Status and referred to the Office of Student Conduct and Community Standards.
- Misuse of any assigned space, including but not limited to destruction of property or use of illegal substances, may result in immediate loss of that room assignment, in addition to the possible loss of further privileges for the club or organization, up to and including loss of club recognition. Additionally, involved individuals may be referred to the Office of Student Conduct and Community Standards and/or the NYU Tandon Office of Student Life & Services for possible disciplinary action.

TICKETED EVENTS

Clubs are permitted to sell tickets/collect an entrance fee for events under three circumstances:

- The event will be 100% funded by the ticket money collected. In this case, clubs must deposit all ticket money in their Revenue Account following the fundraising guidelines and then submit their reimbursements for costs associated with the event to come from the Revenue Account only. Any remaining ticket money may remain in the club's Revenue Account as fundraised money.

- The event will be partially funded by the ticket money collected. In this case, clubs must deposit all ticket money in their Revenue Account following the fundraising guidelines and then submit their reimbursements for costs that will be reimbursed from the ticket money from their Revenue Account. Since Initial Allocation money was used to partially fund the event, the ticket money collected **must** be used to reimburse costs associated with the event and **may not** be kept in the Revenue Account.
- The event will be 100% funded by Initial Allocation. In this case, clubs must donate the ticket money collected to a third party organization following the fundraising guidelines.

When events require a copay or ticket fee, clubs must include this in their Engage event request and separately email their Staff Advisor. This email should include:

- what percentage of the event will be paid for using collected ticket money,
- cost breakdown,
- an event description,
- ticket cost,
- any instructions for participants, and
- timeline for sales.

If approved, clubs are required to use the official OSL&E Eventbrite account to collect advanced payment - clubs are not permitted to use personal Eventbrite accounts or other event management sites/apps. To do so, clubs will be required to meet with their Staff Advisor at least two (2) weeks prior to the start of ticket sales to create their Eventbrite page and any changes needed after that must be approved by the Graduate Assistant. Clubs are permitted to collect copays or ticket fees via cash, as long as it is deposited with OSL&E within one (1) business day after the event.

LATE NIGHT/OVERNIGHT/WEEKEND EVENTS

- Any student organization wishing to host an event past normal University operational hours, must obtain permission from the Office of Student Leadership & Engagement at least three (3) weeks prior to the event. These events also require permission from the Office of Facilities Management and NYU Campus Safety. University operational hours for NYU Tandon buildings are:
 - 6 MetroTech Center: 7am-11pm every day (24-hour access does not include student events)
 - 5 MetroTech Center: 7am-11pm every day (24-hour access does not include student events)
 - 370 Jay Street: 7am-11pm every day (24-hour access does not include student events)
 - 2 MetroTech Center: 7am-11pm (M-F); 9am-5pm (Saturday & Sunday)
- Organizations sponsoring late night, overnight, or weekend events may be required to have a faculty or staff advisor present at the event. The advisor must be aware that they will be acting as a chaperone and must remain at the event until all guests have left the building. All chaperones must be approved by OSL&E (or designee). Events that take place after hours may also incur additional costs for facilities, media support, and campus safety personnel.
- The sponsoring organization is responsible for cleanup and trash removal after all events and

may be charged for extra cleaning by the Office of Facilities and Construction Management. If required, the organization will be responsible for paying security overtime or for additional security personnel while cleanup occurs.

- Any event that runs past normal University operational hours must schedule after-hours security through OSL&E. The organization will be billed for security overtime. Please keep in mind that the role of security is to assist the sponsors in maintaining order and providing a safe and secure environment.

GUEST POLICY

Fire code and campus safety guidelines require that attendance at all events be limited to the legal capacity of the room in which the event is taking place. These procedures may include but shall not be limited to restrictions such as the following:

- Pre-registration to attend events may be required and is up to the discretion of OSL&E staff.
- All NYU students, staff, or faculty members must present a valid University ID upon entry to the event.

If an event is open to non-NYU students, clubs/organizations are responsible for:

- Submitting their guest names via NYU Campus Safety **at least five (5) business days prior to the event**:
 - For large events that are open to the public:
 - If names are not known for all potential guests (e.g. a large-scale event open to the public), the club **must receive pre-approval** from their Staff Advisor before registering their event with Campus Safety.
 - Event hosts should write to CampusSafetyLink@nyu.edu, sending the event's name, date, time, and location (building and, if applicable, room number).
 - Event hosts must have staff placed at the entrance to the building where their event will take place to work alongside Campus Safety Officers to facilitate access.
 - Event staff should maintain a sign-in sheet.
 - For smaller events where all outside guests are known to the event hosts:
 - Event hosts use [NYU's visitor management system \(JRNY\) to sponsor](#) the affiliates, vendors, and/or visitors who will attend the event. External attendees will present a government-issued ID to the Campus Safety Officer at the entrance to the event.
 - Event hosts may have staff placed at the entrance to the building where their event will take place to work alongside Campus Safety Officers to facilitate access.
- Ensuring that all non-student guests have proper photo identification (valid photo ID required) showing proof of age (over 18).
 - All non-student guests are required to have proper photo identification (valid photo ID required) showing proof of age (over 18).
 - If a club/organization plans to host guests under 18, they must contact the Director of

Student Leadership & Engagement at least thirty (30) days prior to their event to complete the Protection of Minors On Campus Registration process. **No minors are allowed on-campus** without pre-approval of the Office of Youth Programs Compliance.

- Ushering all guests out of the building upon the conclusion of the event.
- **Please note:** students assume responsibility for the behavior and conduct of their guests while on University property. **NYU Campus Safety has the right to limit access to the building at any time for any reason, up to and including refusing entry and ending an event.**

TABLING REQUESTS & POLICY

Your organization may request to use the tables in front of Jasper Kane Cafe for promotional activities such as the distribution of literature/giveaways/etc., fundraisers, petition signature drives, etc. Listed below are guidelines that must be followed:

- Reservations for table space are made by completing the Create Event Form on NYU Engage.
- Reservations and forms for tables must be completed at least three (3) weeks in advance of the tabling event.
- Tables are allocated on a “first come, first served” basis.
- It is the organization’s responsibility to schedule a member to be present at all times during any tabling activity. Items may not be left on unattended tables.
- Any cancellation of a tabling event must be communicated to the club’s Staff Advisor at least two (2) business days prior to the reservation.
- Student club leaders are responsible for cleaning up after their event.
- If the fundraiser includes selling or providing food, the organization must bring in outside items (either home-made or purchased) that are fully-cooked and fully-prepared. **No food preparation is permitted on University property.**

Catering Food Services/Policy

- All student organizations are encouraged to contact Plated Catering (NYU Dining) for a proposal if they intend on hosting a catered on-campus event.
- Students are also permitted to use off-campus caterers/vendors .

ADVERTISING POLICY AND RESOURCES

The Print Shop

Clubs and organizations can utilize the NYU Tandon School of Engineering Print Shop for all of their advertising and printing needs. The following steps are necessary to ensure that all materials are printed correctly and follow University guidelines:

- Clubs should complete the Advertising Request Form via NYU Engage and upload an original copy of content you wish to be printed for approval. Once your image has been approved, you will be notified by the SLS Graphic Designer. .
- Once approved, you can obtain a price quote from the Print Shop. Once your Staff Advisor approves this quote, you can have your materials printed.

- Return the approved form to the Print Shop and have your materials printed.
- Once the materials are printed, **you must bring them to OSL&E to be stamped before you can post them on campus bulletin boards.** You must also provide the printing receipt to your Graduate Assistant for purchase tracking.

OSL&E Posting Guidelines

- All publicity must be in support of approved programs and must bear the name of the sponsoring organization.
 - Date, time, location, possible admission charges, if any, as well as the contact information of the club should be included.
 - If there are admission charges, OSL&E must approve admission charges.
- **No posting is allowed on walls, doorways, windows, glass, trees, vending machines, inside elevators, or any surface other than bulletin boards.**
- Any materials that are not posted on bulletin boards will be removed.
- Postings should not exceed 11x17 poster size. Any postings that exceed the size limit should be placed on an easel, which are available to check out from OSL&E.
- Advertisements posted in other languages must also be translated into English.
- Where appropriate, the funding body should be credited for their support of a program.
- Posting is also available on the digital boards (TVs) in NYU Tandon buildings and can be requested through the Advertising Request Form on NYU Engage. Digital posters need to be a .jpg and 1920 x 1080 res for optimal viewing.
- Remember to respect others. Do not post over or tear down materials belonging to other groups. This will result in disciplinary measures through the Office of Student Life & Services and/or the Office of Student Conduct and Community Standards.
- **After your event, it is your responsibility to remove all outdated flyers as soon as possible.**
- ANY form of advertising for a student organization sponsored event using the NYU/NYU Tandon School of Engineering name and/or logo must be stamped and approved by the Office of Student Leadership & Engagement. Use of the University's name and/or logo is restricted to the guidelines provided in the [NYU Identity Guide](#). Any materials without an official stamp from OSL&E will be removed.

MOVIE/VIDEO VIEWING POLICY

Only videos and films that have been acquired in compliance with the Copyright Act for public or semi-public viewing can be shown at NYU.

Organizations and individuals desiring to show television shows, movies, documentaries, educational films, or other video features must secure permission from the holder of the copyright. Generally, this means that videotapes or films must be rented from companies who hold the rights. DVD/video retail stores and streaming platforms such as Netflix, Hulu, Amazon Prime, YouTube, Disney+, etc. most often do not hold these rights. Even if a film has been purchased and is owned by a member of the community, it may not be shown outside of the student's personal room. Criminal penalty for willful

violation of the Copyright Act is up to one year in jail and/or a \$25,000 fine. Inadvertent or innocent violations may bring substantial civil penalties.

Clubs and organizations can see if the media is available to rent out via the [NYU Avery Fisher Center](#) or students can stream film and documentaries by setting up a [NYU Kanopy Streaming](#) account. Kanopy Streaming provides access to contemporary and classic feature films and documentaries from the major Hollywood studios, as well as independent and international filmmakers. More information about NYU Kanopy can be found on the [NYU Libraries website](#).

Contact OSL&E for more information about appropriate ways to acquire a license to show movies and videos. For more information regarding Motion Picture Licensing Corporation's copyright laws, visit: <http://www.mplc.org/page/about-copyright-law>.

SECTION 5: STUDENT & STUDENT ORGANIZATION TRAVEL POLICY

This travel policy pertains to a University sponsored event or activity taking place outside the five boroughs of New York City that is initiated, actively managed, planned, and/or arranged by a department, member of the University's faculty and staff, or by members of a recognized student organization that has been granted sponsorship by the University, and is approved by an appropriate administrator and/or event or activity that the University actively manages, is involved with, or oversees financially, physically, or administratively.

Each recognized student organization should make an appointment with their Staff Advisor and/or the Director of Student Leadership & Engagement at the beginning of the academic year to discuss proposed travel including **funding** and **registration**.

FUNDING FOR STUDENT TRAVEL

Comparable to University policy pertaining to individual business travel, recognized student organizations are responsible for verifying availability of funds, permissibility of expenses, and obtaining necessary approval for travel expenses before departure. There are two main buckets for student organization travel funding that are as follows:

- **NYU Tandon Conference Fund and/or Student Life Conference Fund**
 - NYU Tandon Conference Fund - funding from the Experiential Learning Center acquired via application.
 - Student Life Conference Fund - funding from the Office of Student Life & Services acquired via application.
- **Supplemental Funding, Revenue Funding, and/or Self-Funded**
 - Supplemental Funding - funding from NYU Tandon Student Councils given through the supplemental funding process.
 - Revenue Fund - funding through a club's Revenue Account acquired through donations, sponsorships, or fundraising.
 - Student Senators' Council Conference Fund - funding from the NYU Student Government Association allocated through the Student Senators' Council.
 - Self-Funded - funding from a student's own personal funds.

Please note: each funding source bucket has their own policies and procedures outlined below.

FUNDING SOURCE: NYU TANDON and STUDENT LIFE CONFERENCE FUNDS

The guidelines below pertain to students receiving conference/competition funding through the NYU Tandon Conference Fund, Student Life Conference Fund, and/or any other funding stemming from the NYU Tandon School of Engineering.

All currently matriculated NYU Tandon students in good academic and disciplinary standing are eligible to request funding to attend a national or regional conference once per academic year.

Students are welcome to apply for funding to attend any conference that they believe will contribute to their personal and professional development. [Please review the NYU Tandon Conference Fund FAQs](#) for an overview of NYU Tandon's conference funding application process including example conferences, eligibility details, application requirements, and expectations of funding awardees.

- **Applications**
 - All students interested in receiving conference funding should apply through the NYU Tandon Conference Funding Common Application, which is a centralized application process for NYU Tandon students who are interested in receiving University funding to attend a professional conference.
 - **Deadline** - all applications must be submitted at least 30 days in advance of the early registration deadline for the applicable conference/competition.
- **Approved Expenses** - Approved expenses include roundtrip transportation from New York City, lodging, and/or registration for both virtual and in-person conferences/competition. The award does not cover local ground transportation (Uber, Lyft, cabs, subway, etc.), meals, baggage check fees, and other incidentals. The funding award is not guaranteed to cover 100% of your transportation, lodging, and registration costs.
- **Eligibility**
 - All participants must be currently enrolled or continuing NYU students in good academic and disciplinary standing, who maintain at least a 2.0 term and cumulative GPA (undergraduate) or 3.0 term and cumulative GPA (graduate).
 - Students enrolled in other NYU Schools are eligible to participate in travel opportunities falling under this policy, BUT cannot be funded through NYU Tandon resources, including club supplemental funding allocations, Experiential Learning Center Conference Fund, Student Life Conference Fund, and any other funding stemming from the NYU Tandon School of Engineering.
 - Students on academic or disciplinary probation, on academic or disciplinary suspension, on a leave of absence, or alumni are not permitted to participate in travel opportunities falling under this policy.
 - Students receiving travel/conference/competition funding from the Experiential Learning Center Conference Fund, Student Life Conference Fund, and/or other funding stemming from the NYU Tandon School of Engineering) must complete Justice Zone before receiving funding, including both pre-payment and reimbursement.
 - Friends and family of students are NOT eligible to participate in travel opportunities falling under this policy.
- **Registering Travel with NYU**
 - Students receiving funding through the above funding sources are NOT required to complete the Student Travel Request Form, found on NYU Engage. Funded students will automatically be added to the NYU Tandon Student Travel Registration site on Brightspace where they will be required to do the following:
 - Submit their travel details including emergency contact information, transportation (flight, bus, train, etc.) details, and lodging details.
 - Complete, sign, and submit an Off-Campus Travel Waiver and Assumption of Risk Form.

- Complete pre- and post-trip career preparation modules.
- Submit proof of attendance such as boarding passes.
- Review information on how to submit reimbursements.
- **Failure of any or all participants to complete all elements of the NYU Tandon Student Travel Registration course on Brightspace may result in denial of individual reimbursements, billing of pre-approved expenses back to a club's revenue account, club placement on Probation Status, and/or referral to the Office of Student Life & Services and/or the Office of Student Conduct and Community Standards for disciplinary action.**
- Any trip taken without completing the NYU Tandon Student Travel Registration site on Brightspace, Off-Campus Travel Waiver and Assumption of Risk Forms, or other violations of this policy may result in loss of recognition status or sanctions to the organization or individual as determined by the Office of Student Leadership & Engagement, as well as the Office of Student Life & Services and/or Office of Student Conduct and Community Standards.
- **Registration, Lodging, and Transportation Arrangements**
 - The Experiential Learning Center (ELC) strives to arrange registration and lodging and pre-pay the associated costs on behalf of students where possible. Travel expenses to/from New York City are covered on a reimbursement basis, meaning students are responsible for booking and paying for their travel and it will be reimbursed upon their return up to the amount of their award. Students who are experiencing financial hardship and need to have their travel costs pre-paid should contact tdon-elc@nyu.edu after they receive their award notification.
 - Transportation will be booked using regularly scheduled public transportation service providers (e.g., airlines, Greyhound, Amtrak, NJ Transit, etc.). Students are not permitted to drive personal vehicles.
- **Reimbursements** - Student travelers who make registration, hotel, and/or transportation purchases on their own MUST submit reimbursement requests through NYU Engage. All reimbursements, regardless of which funding source they come from, must be submitted within two (2) weeks of travel or the final semester deadline set by OSL&E (usually the last day of classes), whichever comes first. **OSL&E reserves the right to deny reimbursements that are made after the established deadline.**
 - For airline reimbursements, NYU requires original copies of boarding passes for both outbound and return flights. Students are responsible for either retaining original printed boarding passes or providing copies of digital boarding passes.
 - For hotel/lodging reimbursements, NYU limits the amount spent on a hotel to \$300 per night, per person. If a hotel room exceeds that cost, a list of students staying in the room must accompany the receipt.
 - For registration reimbursements, NYU requires proof of attendance as evidenced by a photograph of a nametag, copy of a post-event survey, or other documentation that proves a student attended a conference/competition/etc.
- **Cancellations**
 - In the event that an entire trip is canceled by the event host, the Experiential Learning

Center will work with the student awardees to recoup as much cost as possible for registration, hotel, and transportation.

- o If an individual student needs to cancel their participation:
 - The canceling student must notify the ELC via email (tandon-elc@nyu.edu) immediately.
 - The individual student is responsible for repaying NYU for any registration, hotel, and/or transportation costs for services booked on their behalf that cannot be canceled and/or refunded.
 - Failure of the canceling student to notify the ELC promptly of any cancellations may result in sanctions to the individual as determined by the Experiential Learning Center, as well as the Office of Student Life & Services.

FUNDING SOURCE: SUPPLEMENTAL FUNDING, REVENUE FUND, and/or SELF-FUNDED

The guidelines below pertain to students receiving conference/competition funding through club supplemental funding, club revenue funding, and/or self-funding. If any portion of a student's funding is through the NYU Tandon Conference Fund, Student Life Conference Fund, and/or and any other funding stemming from the NYU Tandon School of Engineering, they must follow the guidelines in that section above.

- **Eligibility**

- o All trip participants must be currently enrolled or continuing NYU students in good academic and disciplinary standing, who maintain at least a 2.0 term and cumulative GPA (undergraduate) or 3.0 term and cumulative GPA (graduate).
 - Students enrolled in other NYU Schools are eligible to participate in travel opportunities falling under this policy, BUT cannot be funded through NYU Tandon resources, including club supplemental funding allocations, Experiential Learning Center Conference Fund, Student Life Conference Fund, and any other funding stemming from the NYU Tandon School of Engineering.
- o Students on academic or disciplinary probation, on academic or disciplinary suspension, on a leave of absence, or alumni are not permitted to participate in travel opportunities falling under this policy.
- o Students receiving funding through club supplemental funding, revenue funding, and/or self-funded are NOT required to complete Justice Zone training.
- o Friends and family of students are NOT eligible to participate in travel opportunities falling under this policy.

- **Registering Travel with NYU** - all student and recognized student organization travel falling within the funding sources must meet the following requirements:

- One representative from the student organization must complete and submit the **Student Travel Request Form**, found on NYU Engage, to the Office of Student Leadership & Engagement **no later than three (3) weeks (15 business days) before the scheduled departure date** for all students funded through supplemental funding, revenue funding, and or self-funding.
 - o Any international travel must be submitted 60 days prior to departure.
 - o All students traveling must be included on the registration template linked to the

Student Travel Request Form on NYU Engage.

- All students included on the registration template will be added to the NYU Tandon Student Travel Registration site on Brightspace where they will be required to do the following:
 - Submit their travel details including emergency contact information, transportation (flight, bus, train, etc.) details, and lodging details.
 - Complete, sign, and submit an Off-Campus Travel Waiver and Assumption of Risk Form.
 - Complete pre- and post-trip career preparation modules.
 - Submit proof of attendance including boarding passes.
 - Review information on how to submit reimbursements.
 - **Failure of any or all participants to complete all elements of the NYU Tandon Student Travel Registration course on Brightspace may result in denial of individual reimbursements, billing of pre-approved expenses back to a club's revenue account, club placement on Probation Status, and/or referral to the Office of Student Life & Services and/or the Office of Student Conduct and Community Standards for disciplinary action.**
- All travel related logistics must be confirmed with OSL&E prior to the student organization making any arrangements or making any purchases.
- Any trip taken without the completion of the Student Travel Request Form, NYU Tandon Student Travel Registration site on Brightspace, Off-Campus Travel Waiver and Assumption of Risk Forms, or other violations of this policy may result in loss of recognition status or sanctions to the organization or individual as determined by the Office of Student Leadership & Engagement, as well as the Office of Student Life & Services and/or Office of Student Conduct and Community Standards.
- **Registration** - The sponsoring club or organization should be prepared to arrange for attendees' registration which will be covered via individual reimbursement. If individual students are not able to wait for registration reimbursement, please contact your Graduate Assistant to arrange prepayment on an office credit card.
- **Lodging** - The sponsoring club or organization should be prepared to arrange for attendees' lodging which will be covered via individual reimbursement. If individual students are not able to wait for lodging reimbursement, please contact your Graduate Assistant to arrange prepayment on an office credit card.
- **Transportation** – The sponsoring club or organization should be prepared to arrange for transportation by official University vehicle(s), chartered service, regularly scheduled public transportation service, or, if necessary, personal vehicles. **Students are not permitted to rent vehicles or drive rented vehicles.**
 - **Charter Bus Service** – Clubs and organizations are required to use NYU's preferred charter bus vendors to ensure adequate insurance coverage for personal injury and property damage. If preferred vendors are not available, alternate vendors that meet the insurance requirement may be considered.
 - **Regularly Scheduled Carriers** – Regular scheduled public transportation service providers (e.g., *airlines, Greyhound, Amtrak, NJ Transit, etc.*) may be utilized for

- transportation.
- o **Personal Vehicles** – Personal vehicles should ONLY be used on a voluntary basis.
 - The owners/drivers must provide their own insurance coverage.
 - All student participants choosing to ride in a private automobile do so voluntarily and at their own risk.
 - The University shall NOT insure or accept liability for any damage, loss, or injury resulting from the use of a private vehicle.
 - The University does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on University business, and the owner is responsible for primary liability insurance.
 - The University does carry non-owner excess liability coverage to protect the University and employee in the event of a suit resulting from an automobile accident in which an employee was driving on University business.
 - **Reimbursements** - Student travelers who make registration, hotel, and/or transportation purchases on their own MUST submit reimbursement requests through NYU Engage. All reimbursements, regardless of which funding source they come from, must be submitted within two (2) weeks of travel or the final semester deadline set by OSL&E (usually the last day of classes), whichever comes first. **OSL&E reserves the right to deny reimbursements that are made after the established deadline.**
 - o For airline reimbursements, NYU requires original copies of boarding passes for both outbound and return flights. Students are responsible for either retaining original printed boarding passes or providing copies of digital boarding passes.
 - o For hotel/lodging reimbursements, NYU limits the amount spent on a hotel to \$300 per night, per person. If a hotel room exceeds that cost, a list of students staying in the room must accompany the receipt.
 - o For registration reimbursements, NYU requires proof of attendance as evidenced by a photograph of a nametag, copy of a post-event survey, or other documentation that proves a student attended a conference/competition/etc.
 - o For ride share reimbursements, **NYU will not reimburse any payments made with Apple Pay, Google Pay, Venmo, PayPal, or any other third party payment provider.** Any rideshare, or other, reimbursements submitted with these payment methods will be denied.
 - **Cancellations**
 - o In the event that an entire trip is canceled by the event host, OSL&E will work with the student trip leaders and/or faculty advisor to recoup as much cost as possible for registration, hotel, and transportation.
 - o If an individual student needs to cancel their participation:
 - The canceling student must notify the student and/or faculty trip leader immediately. The trip leader is then responsible for notifying OSL&E immediately to update NYU Traveler.
 - The individual student is responsible for repaying NYU for any registration, hotel, and/or transportation costs for services booked on their behalf that cannot be canceled and/or refunded. The club may assume the financial responsibility for

repayment from their Revenue account if they choose, but are not required to do so.

- Failure of the canceling student and/or student trip leader to notify OSL&E promptly of any cancellations will result in all canceled registration, hotel, and/or transportation costs being charged to the club's Revenue account, Initial Allocation, and/or Supplemental Funding and may result in loss of recognition status or sanctions to the organization or individual as determined by the Office of Student Leadership & Engagement, as well as the Office of Student Life & Services.

STUDENT TRAVEL POLICIES & BEST PRACTICES

Regardless of the funding source, it is the responsibility of the department and/or student organization sponsoring the program to assure compliance with these guidelines, including any reference policies such as vehicle safety.

- **Trip Leaders** - All group travel must have a trip leader who serves as the primary point of contact for the group in case of emergency. The trip leader can be a faculty advisor or a student leader from the group if the faculty advisor is unable or unwilling to attend. If the group selects a student leader to serve as the trip leader, NYU will view this student leader as the party responsible for the trip.
 - The trip lead must carry a copy of all emergency contact information for all students participating in the trip.
 - Regardless of whether they are attending the trip, faculty advisors are required to approve all student organization travel, discuss expectations under the NYU Student Code of Conduct, and exchange emergency contact information with all students participating in the trip.
- **Liability** - The University shall not be liable for any loss, damage, injury, or other consequence resulting from a participant's failure to comply with University rules and regulations, the direction of University employees, or applicable law. Without limiting the foregoing, all trip participants are required to:
- **Conduct and Behavior**
 - Comply with the standards set forth in the NYU Code of Conduct and with applicable University policies, procedures, rules and regulations, understanding that such compliance is important to the success of the trip and the University's willingness to permit future similar activities.
 - Conform their conduct to the standards surrounding the trip and assume responsibility for their own actions, understanding the circumstances of an off-campus activity may require a standard of decorum that may differ from that applicable on campus.
 - Unstructured time should be kept to a minimum to reduce the risks inherent in unsupervised activity.
 - All participants are required to engage in the planned activities of the trip.
- **Missing Class** - Travel must be planned so as not to create an undue interference with academic responsibilities. Please note, OSL&E/ELC will not advocate for excused absences for students to attend conferences, competitions, and/or other club-related travel.

- **Pre-trip Meeting** – The faculty member, administrator, and/or recognized student organization in charge of the trip, whether sponsored or not sponsored, should hold a pre-trip planning meeting with all participants to discuss the planned itinerary, behavioral expectations, and transportation details.
- **Accident and Medical Insurance** – The club or organization responsible for the trip shall communicate to participants that the University does not provide medical insurance for any student's participation in trips. All student participants shall be responsible for any medical costs they incur during and/or as a result of a trip.

SECTION 6: FACULTY ADVISORS

The relationship that develops between the advisor and the members of a student organization is critical to the overall success of the club. Group members should look for an advisor who is committed to the purpose and goals of the organization, who is willing to listen, and supports the goals and objectives of the membership. The faculty advisor can serve as a great resource, especially in the following ways:

- Serve as a “sounding board” for new ideas.
- Be knowledgeable of policies that may impact the organization’s programs and decisions.
- Act as a liaison with academic departments.
- Provide continuity and stability when student leadership changes.
- Provide a different and/or alternative perspective regarding conflicts, decisions, and issues.
- Refer difficult or challenging issues to the Office of Student Leadership & Engagement for additional support and guidance.

Faculty and staff who serve as advisors to student organizations do so voluntarily. Steps should be taken to make sure the involvement is a rewarding experience for the entire group, including the advisor. Therefore, club officers and members should:

- Discuss the below expectations with the advisor from the beginning and discuss any additional expectations that may be specific to the needs of the club (e.g. conference support, connection with industry professionals, industry-specific career development, etc.).
- Train the advisor on NYU Engage, especially how to approve events, and make sure they have been added to the club’s portal.
- Notify the advisor of all meetings well in advance, and encourage their attendance.
- Send the advisor a copy of all meeting minutes.
- Consult with the advisor prior to making changes in the structure or policies of the organization and before major projects are undertaken.
- Inform the advisor of all planned programs and events.
- Understand that although the advisor does not vote, they should have speaking privileges.
- Remember that the responsibility for the success or failure of the club and its programs rests ultimately with the club and its members and officers, not the advisor.
- Periodically evaluate the advisor and provide them with constructive feedback about how they might be more helpful to the club.
- Acknowledge the advisor’s service to the club and remember to say “thank you.”

Faculty Advisor Expectations

As an faculty advisor to a student group, the faculty advisor should:

- Be familiar with the purpose of the student organization as stated in the organization’s constitution.
- Understand the critical role that advising and faculty/staff interaction have in the success and overall development of our students and their effective functioning.
- Have knowledge of and advise the club on the policies and procedures of the Office of Student Leadership & Engagement.

- Have knowledge of and advise the club on University policies as referred to in the Student Club & Organization Handbook.
- Meet with the club and its officers regularly and help them set their goals for the year. Attendance at club meetings is strongly encouraged and recommended.
- Provide guidance in programming, planning, and budgeting as needed.
- Approve, in a timely manner, club events that are submitted via NYU Engage. Ideally, the advisor should be aware of the event ahead of time, including the proposed content and budget. OSL&E will not approve a club event until the faculty advisor approves it.
- Understand that their role is primarily consultative. The members of the club are responsible for policies and decisions. An advisor should express their concern if the policies and decisions the club makes are in violation of any policy or guidelines related to NYU Tandon School of Engineering as well as city, state, or federal law. If the advisor expresses a concern that is not heeded by the club officers, the advisor is encouraged to report the issue to the Office of Student Leadership & Engagement.
- Attempt to attend all club events, on and off campus, or make arrangements for another member of the faculty or staff to support the program in their absence.

In addition to these expectations, general club advising responsibilities include:

- Assist club members in the development of a Mission Statement including goals for the organization and a Constitution.
- Provide support and serve as a resource for the club throughout the entire academic year.
- Advise club officers on the University's policies for recognized student organizations.
- Assist club in election of officers and support club through the transition of officers.
- Assist club members in the development of a yearly calendar of events.
- Assist the group in the development and maintenance of a budget.

Approve club event requests through NYU Engage.

SECTION 7: MEETINGS

RUNNING A MEETING

Meetings are vital to sustaining an organization and its members. You should use these times to communicate important announcements, dates, and plan events. While the specific details of meetings are dependent on the individual organization, the overall structure should generally remain as follows:

- Old Business
 - o Review previous meeting minutes.
 - o Assessing previous events.
- New Business
 - o Upcoming events.
 - o Brainstorming, logistics, & planning for future events.
 - o Next meeting's agenda.

PARLIAMENTARY PROCEDURES

Formally, parliamentary procedure is recommended for all your group's business meetings. By following the rules of parliamentary procedure ([Robert's Rules of Order](#)), the chairperson/president is able to conduct the meeting in an orderly, respectful manner allowing everyone the opportunity to participate. These principles and procedures help maintain order and ensure fairness in all decision-making processes. Robert's Rules of Order is the leading authority in most organizations today.

The basic principles behind parliamentary procedure are:

- The vote of the majority rules.
- All members have equal rights, privileges, and obligations.
- The minority has rights, which must be protected.
- Full and free discussions of every proposal/motion presented for discussion is an established right.
- Motions (formal proposals that the group take a specific action) have a definite and logical order.
- The simplest and most direct procedure for accomplishing a purpose should be followed.
- Only one question/subject can be considered at a time.
- When a motion is made, seconded, and stated by the Chairperson, the body is not allowed to consider any other business until the motion has been dealt with. In general, all motions should be seconded.

The chairperson/president runs the meeting, unless they appoint someone else to fill this role. The chairperson/president should:

- Call the meeting to order.
- Announce the business according to the agenda.
- Entertain motions and encourage discussion (recognizing one person at a time).
- Make sure members follow the rules of order.
- State and put to a vote all motions.
- Take the vote (usually a majority vote is needed to pass a motion).

- Once a vote is taken the chairperson/president should make sure that the members share the responsibility for further action and that a timetable for completion of the task(s) is agreed upon.

If you would like more information about Robert's Rules of Order please visit:

<http://www.robertsrules.com/>

PREPARING AN AGENDA

In a meeting, the person leading the meeting should work from the agenda. The meeting agenda should clearly outline the intended objectives of the meeting including the issues to be discussed, the order of discussion, and the time available to accomplish them. It should also provide the framework for keeping the meeting on target.

The agenda should be headed with the date, time, and location of the meeting. Be sure to submit the agenda to the participants with any necessary additional paperwork and links as early as possible to give them enough time to prepare. This is the best way to ensure that those attending your meeting will be clear about the purpose of the meeting. You should request agenda items ahead of time and place a deadline on when items can be submitted for integration into the meeting.

The following is a sample of items for meeting agenda according to Robert's Rules of Order:

- Approval of previous meeting minutes.
- Reports of officers and standing committees.
- Reports of special committees.
- Unfinished business.
- New business.
- Adjournment.

MINUTES AND ATTENDANCE

All clubs and organizations are required to keep minutes of their meetings. Minutes should reflect all the decisions reached by the group, including budget recommendations and requests to modify budgets.

- Members should be asked to sign an attendance list, which must be attached to the minutes of the meeting.
- Minutes and the attendance list for clubs should be kept on file for your own use.
- The easiest way to organize minutes is to follow the agenda outline for your meeting.
 - o The minutes should be typed and signed by the person who recorded them.
 - o A copy of the minutes should be made available to all group members and if requested, your organization's faculty advisor.

QUORUM

All groups must have an agreed and stated quorum for their meetings included in their Constitution. A quorum is the minimum number of members who must be present in order to conduct

business. The chairperson/president must know what constitutes a quorum for a meeting before calling the meeting to order. To establish that a quorum is present, the chairperson/president can take an actual headcount, the secretary can call the roll, or members can sign in. **Never conduct a business meeting without a quorum present. If business is transacted without quorum, it is considered null and void.** It is also important that the quorum be present for the entire meeting. If a member notices that a quorum is no longer present, it is their obligation to inform the chairperson/president of the situation. At that time, no more business can be transacted. Examples of business include, but are not limited to, voting on issues/activities, elections, budget discussions, and major decisions related to the organization.

MEETING TIPS

- Do what you can to maintain the group's interest and do not permit one individual to dominate the meeting.
- Watch out for "group think." Don't allow conformity to control decision-making.
- Attack problems, not the people who cause them.
- Be firm with ramblers and appropriately deal with irrelevant comments.
- Avoid words that may have multiple interpretations and generalizations (words such as "always" and "never").
- Avoid hurtful, biased, and offensive language, as well as words or phrases that are emotionally charged.
- Present information by first providing a framework for it.

SECTION 8: STARTING A NEW STUDENT ORGANIZATION

The following procedures are required of new organizations that plan to apply for Incubation Status during the new club application process. The new club application process will open **only** when there are spots available for new clubs at NYU Tandon School of Engineering

Name Your Club/Organization

Use of "NYU Tandon School of Engineering" as part of a club name is restricted to "at NYU" or "at New York University". For example your club is *not authorized* to use the name "NYU Tandon Theater Club" but *is authorized* to use the name "Theater Club at NYU Tandon School of Engineering".

Clubs may not identify themselves as an "Office", "Council", "Board", "Center", "Department", or other names commonly used to identify official governing bodies, administrative offices, or academic areas of the University. In cases where a club is a campus chapter of a national organization that includes these terms, OSL&E will consider an exception to this policy.

Recruit Leaders and Members

Membership must be composed of and **open to all of the New York University community's degree-seeking students.**

- Twelve (12) total members that are NYU Tandon students studying in Brooklyn are required at minimum, which includes at least four (4) executive board officers, of which the president and treasurer must be NYU Tandon students, and eight (8) non-executive board members/general members.
- NYU students enrolled in a degree-seeking program with another School of NYU may join the organization and serve on the executive board, but may not serve as the organization's president or treasurer.
- Students who are not registered for classes in a given semester may not take part in student activities, including membership and/or leadership in student organizations.
- Faculty, staff, and alumni may be non-voting members of an organization.

Student organization officers must be currently enrolled or continuing NYU students, in good standing at the University, with a cumulative grade point average of 2.0 or higher (undergraduate) and 3.0 or higher (graduate).

- Good academic standing will be confirmed by OSL&E at the beginning of each academic term.
- Students on academic probation should have limited status as a member and may not serve as an officer. They should also consult with their faculty advisor about participation in programs.
- When completing the **New Student Organization Application Form** (through NYU Engage), officers, through their submission of their information, provide consent to disclose student academic records to the Office of Student Leadership & Engagement. For more information on the NYU Tandon School of Engineering's policy regarding privacy under the Family Educational Rights and Privacy Act (FERPA) please visit:
<http://engineering.nyu.edu/academics/code-of-conduct/ferpa>.

Student organizations may not restrict membership based on race, gender and/or gender identity or expression, color, creed, religion, age, national origin, ethnicity, disability, veteran or military status, sex, sexual orientation, pregnancy, genetic information, marital status, citizenship status, or on any other legally prohibited basis. Such discrimination is unlawful and undermines the character and purpose of the University.

- **Social fraternities' and sororities' are permitted, under Title IX, to set their own membership requirements on the basis of sex. 20 U.S.C. § 1681(a)(6)(A); 34 C.F.R. § 106.14(a). Professional fraternities and sororities and service and honor societies are subject to the requirements of Title IX and may not exclude members on the basis of sex. 34 C.F.R. § 106.31(b)(7).**

Find a Faculty Advisor

In addition to the OSL&E staff advisor (SA) assigned to them, all recognized student organizations are required to have a faculty advisor. A faculty advisor can be any full-time or part-time faculty member or full-time staff member of the NYU Tandon School of Engineering, including adjunct faculty. Student organizations that cannot secure a faculty advisor should consult with the Office of Student Leadership & Engagement for assistance.

Prepare a Constitution

All student organizations must have a constitution that determines the structure of the organization and the operational processes. All clubs and organizations are required to submit their constitution annually via NYU Engage as part of the re-registration process. The constitution and by-laws on file are the only constitution and by-laws recognized by the University as governing an organization's recognition status. It is important to note that **University policies will supersede the constitution of the organization and that University policies and procedures for recognized student organizations will supersede any policies and procedures from parent or affiliate organizations.**

The Office of Student Leadership & Engagement maintains a Model Constitution that all recognized student clubs and organizations **MUST** use in the preparation of their constitution. The Model Constitution includes all University required language as well as suggestions and best practices, and is available on NYU Engage and the OSL&E website.

Create a Recruitment Strategy and Plan Your Events

Think about how you will participate in Club Fest and recruit (and retain) members. Start planning events by thinking of at least three (3) activities, programs, socials, presentations, workshops, etc. you would like the organization to execute. These should be the types of activities that support your mission, and that would be of interest to both your members and the NYU Tandon community.

Submit a COMPLETED New Student Organization Application via NYU Engage

All new club applications will be completed and submitted through NYU Engage and include information on the mission/purpose of the club/organization, executive board members, general members, constitution and bylaws, proposed events, membership sustainability plans, and any additional information requested on the application. This is a competitive process and application does not

guarantee recognition.

Incubation Status

Our office has the capacity to advise, support, and fund a limited number of clubs. Therefore, club recognition is often a competitive process. If a new club is selected for recognition, they begin with Incubation Status for their first semester of recognition.

New clubs are accepted into the Incubation Status period for the duration or time equivalent of one (1) semester and are eligible for the following:

- **Funding** – Incubation Clubs will receive an initial allocation based on available funding at the time of recognition. In addition, Incubation Clubs may submit supplemental funding requests to their respective Student Council as outlined in Section 3 of this Handbook and in accordance with the Finance Committee guidelines.
- **Fundraising** – Incubation Clubs must host one (1) fundraiser per semester.
 - The required fundraiser can be counted towards the two (2) event requirements.
 - If Incubation Clubs fail to be officially recognized at the end of their incubation period, any fundraised money will be incorporated into Student Council funding to be allocated to clubs requesting funding.
- **Events** – Incubation Clubs are required to host at least two (2) programs during their Incubation semester. It is encouraged that at least one of these events is a General Body Meeting.
- **On-Campus Space** – Incubation Clubs may request any of the eligible spaces on campus per the *Create Event* Form on NYU Engage and following the guidelines in the Handbook.
- **Directory Listing** – Incubation Clubs are eligible to receive a listing on the online clubs and organizations directory with the explicit caveat, “in incubation”.
- **Email Address, Locker, Banner, Mailbox in LC 223, Purchasing Card** – Incubation Clubs are not eligible for these items until completion of the incubation period and when all the terms of this period have been met.
- **OSL&E Advising Meetings** – Incubation Clubs must meet with their appointed Staff Advisor on a bi-weekly basis to work through OSL&E processes and club goals.
- **Student Leader Orientation** - at least four officers of Incubation Clubs must complete SLO.

SECTION 9: ADDITIONAL POLICIES & STATEMENTS

ANTI-HAZING STATEMENT

Student clubs and organizations are expected to abide the New York State Hazing law as NYU has adopted these as its own:

- New York State Penal Law, Chapter 716, Section 1:
 - 120.16 – Hazing in the first degree: a person is guilty of hazing in the first degree when, in the course of another person’s initiation into or affiliation with any organization, he or she intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby cause such injury. Hazing in the first degree is a class A misdemeanor.
 - 120.17 – Hazing in the second degree: a person is guilty of hazing in the second degree when, in the course of another person’s affiliation with any organization, he or she intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or third person. Hazing in the second degree is a violation.

NYU, in addition to state law, maintains the following anti-hazing policy that must be abided by:

- Any action or activity, regardless of location, intent, or willingness of the participant, which:
 - Does not contribute to the positive development of a person;
 - Inflicts or causes physical or mental harm or anxieties;
 - Demeans, degrades, disgraces, harasses or ridicules a person;
 - Intentionally or unintentionally endangers a student’s admission to or affiliation with any student organization;
 - Hazing can occur on-campus or off-campus and to both new members/neophytes and active members; and
 - No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as
 “Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law.”

Violations of the anti-hazing policy may result in a referral to the Office of Student Conduct and Community Standards, conduct violations against the club and/or individual members, and the loss of recognition by the NYU Tandon School of Engineering.

INTERNET/COMPUTER USAGE/WEBSITE POLICY

All hardware, software, and related systems and services are provided by NYU for the sole purpose of enhancing and attaining the NYU mission statement as outlined in the NYU Strategic Plan, the student handbook, the University's Code of Conduct, and other code of ethics / responsibilities documents. The NYU Tandon School of Engineering expects all access to its systems to be authorized and pre-approved, and that users understand that laws currently exist that prohibit the following:

- Electronic labeling or defamation
- Sending / Posting / Broadcasting messages that incite hate or discontent
- Transmitting repeated unwanted advances
- Falsifying information or impersonation
- Unauthorized use, providing, or copying protected intellectual or copyrighted property

NYU also states definitively that its network is a private network separate and distinct from the public Internet. As such, access and use must comply with all campus rules and regulations as well as compliance and adherence to all local, state, and federal laws. Examples of prohibited activities include but are not limited to:

- Posting or transmission of confidential or classified information.
- Use of offensive or discriminatory language.
- Transmission of graphic images, sounds, or text that is sexual or offensive in nature.
- Sharing passwords with peers who do not own the account.
- Unauthorized use of the NYU logo.
- Unauthorized use of other's passwords or accounts.
- Use of campus resources for personal profit or gain.
- Use of campus resources to harass, threaten, or otherwise invade the privacy of others.
- Initiating or forwarding email chain letters or messages.
- The installation or use of any servers on the network not expressly approved by Information Services or the Administration.
- Deliberate attempts to cause breaches of network, servers, telecommunications systems, or security, or to examine network traffic.
- Initiation of activities which unduly consume computing or network resources.
- Leaving your computer unlocked and unsupervised for extended periods of time.
- Use of applications, for example P-2-P, to receive and/or distribute copyright materials, such as movies, music, and videos.

NYU Tandon does not fund or manage club websites therefore, please review the following procedures for creating your own website:

- It is strongly recommended that you use the functions of NYU Engage for all club related activity, marketing, and document storage.
- If creating a website on your own, please transition the website to the new webmaster at the end of each term or dismantle if the club is no longer able to update the content.
- All club websites must be in compliance with [NYU's Website Accessibility Policy](#). For more information, please visit [NYU's guide to digital accessibility](#), which includes how-to guides,

checklists, and other accessibility considerations for websites and social media.

- You must also include this tagline on the welcome page of your website:
 - ***The actions and opinions of X, do not necessarily reflect those of the students, staff, faculty, or administration of the New York University Tandon School of Engineering.***

SOCIAL MEDIA EXPECTATIONS/STANDARDS

The social media sites represented on the NYU Tandon Office of Student Leadership & Engagement website are produced and maintained by professional staff members at NYU Tandon. Below are a few guidelines regarding student club and organization social media use:

- Links to content or other Internet sites should not be construed as an endorsement of the organizations, entities, views, or content contained therein.
- NYU is not responsible for the content of those external web sites or other social media sites managed and maintained by other parties, including student organizations.
- NYU Tandon does not regularly review content posted on social media sites but, it shall have the right to remove any content for any reason such as:
 - Content that is deemed threatening, profane, obscene, a violation of intellectual property rights or privacy laws, off-topic, commercial, or promotion of organizations or programs not affiliated with the University.
- All student leaders and organizations should be cognizant of the type of information and content that is being disseminated and/or posted on their social media sites.
- When using the Internet for social networking and promotion, student organization leaders should use privacy settings to safeguard personal information and content to the extent possible, but should realize that privacy settings are not absolute and that once on the Internet, content is likely there permanently.
- If they interact with students and other parties on the Internet, student leaders should maintain appropriate boundaries such as separating personal and professional/organizational content online.
- When students see content posted by others that appears unprofessional, they have a responsibility to bring that content to the attention of OSL&E and/or student leader who monitors the site, so that they can remove it and/or take other appropriate actions.
 - If the behavior or online action significantly violates policy, an organization representative should report the matter to the Office of Student Leadership & Engagement, who may choose to refer the matter to the Office of Community Standards and Compliance if appropriate.
- All organizations must recognize that actions online and content posted may negatively affect their reputation among the NYU community, may have consequences for their academic career, and can undermine the integrity of their organization.
- The actions and opinions of student organizations on social media outlets, such as Facebook, LinkedIn, Twitter, Instagram, Snapchat, etc., do not necessarily reflect those of the students, staff, faculty, or administration of the NYU Tandon School of Engineering or New York University.
- Users are fully responsible for the content they load on any of NYU social media sites as well as

their own student organization created pages.

- For more information and additional guidance, please refer to [NYU's Considerations for the Use of Social Media and Third-Party Tools](#).

By submitting content to any of NYU affiliated social media sites, users understand and acknowledge that **this information is available to the public**, and that **NYU Tandon School of Engineering Office of Student Leadership & Engagement may use this information for internal and external purposes**.

- Please note that other participants may use posted information beyond the control of NYU Tandon.
- Users who do not wish to have information they have made available via these sites used, published, copied and/or reprinted, should not post on the social media sites.