

# Student Organization Handbook 2014-2015



**NYU**

POLYTECHNIC SCHOOL  
OF ENGINEERING



Dear Student Leader,

Thank you for your dedication and interest in providing students with amazing social and extracurricular opportunities. Your efforts to build community and provide a connection to other students are greatly appreciated. Clubs and organizations at NYU 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 by performing campus and community service. We appreciate the contributions and accomplishments student organizations make on campus and would like to continue supporting this cause.

We also recognize the tremendous difference in student life clubs and organizations have made on campus. This is why we are aware and attentive to the needs of establishing organizations and are continually providing opportunities and resources for your organization. If your organization would like to take an active role on campus, make sure you respond to emails and correspondence sent by the Office of Student Activities and Resource Center (OSARC) and/or the Office of Graduate Student Services (GSS).

The Student Organization Handbook contains summaries of the policies, procedures, privileges, and responsibilities of recognized student organizations. It is designed to help you navigate your way to successful event planning, organization, and leadership initiatives. 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 accord with the University. In addition to following University policies and procedures, **your entire Executive Board (Eboard) must attend one (1) required student leader orientation meeting per semester (fall and spring)**. At these meetings your organization will receive updates to any policies or procedures as well as information about the many opportunities for organizations to get involved on campus and sign the Handbook Pledge confirming your agreement to the OSARC terms and conditions outlined.

The NYU School of Engineering Office of Student Activities and Resource Center 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 and ask questions or garner 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 School of Engineering community!

Sincerely,

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## **SECTION 1: OVERVIEW OF THE OFFICE OF STUDENT ACTIVITIES AND OFFICE OF GRADUATE STUDENT SERVICES**

### **MISSION STATEMENT**

The Office of Student Activities and Resource Center (OSARC) and Office of Graduate Student Services (GSS) are housed under the NYU School of Engineering department of Student Affairs. The department of Student Affairs supports NYU SOE's academic mission by enhancing students' education through a range of programs that build intrapersonal, professional, emotional, and other essential life skills. We work in partnership with academic, support, and service departments to tailor our activities to students' needs. Our programs address emerging issues and foster community building.

At NYU School of Engineering, we believe that the freedom to teach and learn is crucial to the academic process. Therefore, the Office of Student Activities & Resources Center has worked with other University departments to develop procedures and policies to safeguard these freedoms. To fulfill our goal as a learning community, we frame our foundation of success through the following learning outcomes:

- Actively contribute to the development of positive and inclusive community
- Use their leadership skills and talents to benefit others within and outside the School of Engineering
- Increase their multicultural competence, particularly as it relates to issues of civility and social justice
- Demonstrate congruence between their values and their actions
- Continue their participation in leadership, innovation, service, and learning on campus

This foundation enables us to ensure the growth and success of the entire community socially, physically, academically, and emotionally.

### **PHILOSOPHY**

To offer our students a superior educational experience in an environment that promotes ethical leadership, values personal wellness, encourages service to others, celebrates diversity and encourages innovation, invention and entrepreneurship.

### **LOCATION & HOURS**

We are located in LC 221 and LC 223.

The office is open weekdays Monday - Thursday, 9:00 a.m. - 6:00 p.m.; Friday, 9:00 a.m. - 5:00 p.m., throughout the fall and spring semesters, except for university holidays.

We are available to assist students in starting and maintaining a successful group by providing:

- Leadership Training
- Meeting spaces
- Organizational funding and support
- General advisement

## **SECTION 2: RECOGNITION OF STUDENT ORGANIZATIONS**

**The following is the cycle of recognition status for clubs and orgs for BOTH Undergraduate and Graduate Student Organizations.**

**Incubation Period** once a new student organization has gained recognition status; they will be monitored by their assigned OSARC/GSS staff contact and asked to meet specific guidelines set for that organization to demonstrate that they are an active student organization. This period is the remainder of the academic semester in which they registered.

**Active Status** once a club finishes their Incubation Period and meets with the OSARC or GSS to confirm eligibility standing, the club will enter into Active Status and be eligible for all benefits and privileges associated, including being listed on the online Clubs & Orgs Directory.

**Inactive Status** the OSARC and GSS will evaluate the status of each club at the end of each spring semester. If these offices find that a student organization has gone a sustained amount of time during that year without regular activity (relative for each organization) and has not completed the following steps for Returning Organizations, the club will be listed as “inactive” and placed on Probation (see below).

**Probation** If a recognized student organization fails to remain active and/or fails to maintain eligibility during an academic year, they will be placed on probation for the following fall semester. They will be required to follow the following terms in order to regain their recognition status for the spring semester and beyond:

- A. Clubs placed on probation will meet with their OSARC/GSS contact during the first two months to review their mission statement and outline customized goals for the probationary period, which is equal to that fall semester.
- B. Bi-weekly meetings with their respective staff contact are required.
- C. Meeting the goals outlined in the initial meeting is required.
- D. Final recognition review meeting with the OSARC/GSS and Student Council to approve active status.
- E. Clubs and organizations who fail to meet their probationary requirements will be moved to inactive status. *Once placed on inactive status, students must apply for new club recognition if interested in reviving the student club.*

**Returning Organizations:** In order to maintain eligibility from one academic year to the next, follow these steps:

1. Complete and submit the **Club Re-Recognition Form** to the Office of Student Activities and Resource Center.
  - a. Review your mission. Is it still applicable? Re-submit updated Constitution.
  - b. Confirm your membership and leadership.
  - c. Confirm the executive board information.
2. All forms can be found online on the Student Activities and Resource Center page & Appendix of the manual and/or will be emailed out.
3. ALL RETURNING GROUPS MUST BE RE-REGISTERED with NYU SOE AND NYU Washington Square.
4. You can re-register with NYU AFTER you are cleared with the NYU SOE Office of Student Activities and Resource Center at <http://www.osa.nyu.edu/content/new.school.club.registration/>

### **TYPES OF ORGANIZATIONS OFFERED/AVAILABLE**

NYU School of Engineering is fortunate to have a variety of co-curricular organizations on campus. Organizations are categorized to better communicate their general purposes and activities to interested students. The Office of Student Activities and Resource Center describes organizations as belonging to one of the following categories:

### **Graduate or Undergraduate Clubs**

- Clubs with a majority (above 50%) undergraduate students on their Executive Board will be identified as a Undergraduate Club and will be assigned a staff contact from the Office of Student Activities and Resource Center.
- Clubs with a majority (above 50%) graduate students on their Executive Board will be identified as a Graduate Club and will be assigned a staff contact from the Office of Graduate Student Services.

The same procedures will be followed by all recognized student clubs and organizations.

### **Club Dues and Exclusive Organizations:**

*Club Dues*- 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, and are not affiliated with a national organization are not permitted to charge their members club dues.

*Exclusive Organizations* - If your organization reserves the right to exclude its membership (choose members), then it is considered an exclusive organization and is not eligible to receive funding from the Student Councils. However, this does not mean that your club cannot be funded. Exclusive organizations may be able to receive funding on a case-by-case basis for events that are open to the entire NYU School of Engineering community. Exclusive organizations should request funding in writing to the Office of Student Activities and Resource Center.

## **BENEFITS AND PRIVILEGES OF RECOGNIZED ORGANIZATIONS**

1. Use of designated University space for meetings and programs
2. Can request startup funding in support of campus-wide events serving the entire NYU SOE student body
3. NYU SOE email alias to be connected/redirected to a general club email
4. All organizations recognized will also be listed in the club directory on the Office of Student Activities and Resource Center website
5. A recognized group may sponsor events and programs that are open to the NYU SOE community
6. Leadership retreat and workshop participation
7. Advisement and support for further development
8. Networking opportunities with other students, faculty and administrators
9. Opportunity to make a difference within the NYU SOE community
10. Access to calendar of events and campus wide promotion
11. Use of available resources including mailboxes and office materials in "Leadership Hub"
12. Use of a (1) locker for your organization's materials.
13. Eligible for a (1) banner with club name/logo (Please see the Banner Request Form for additional details)
14. All recognized clubs and organizations are registered through New York University Center for Student Activities, Leadership and Service (CSALS)

## **RESTRICTIONS**

The following clubs **WILL NOT** be considered for recognition beyond not meeting the basic criteria:

- Clubs engaging in activities the University deems as posing personal health or safety risks to participants.
- Clubs requiring additional insurance.
- Clubs requiring specialized practice/rehearsal spaces or other specialized facilities beyond the availability and scope of what NYU SOE can provide in our existing NYU SOE facilities.
- Clubs providing services more appropriately provided by University offices or government agencies.
- Clubs with membership restrictions.
- Clubs incorporated as for-profit business or non-profit organizations.
- Clubs planning to hold off-campus activities or to attend off-campus activities without the official sponsorship of an academic or administrative office at NYU SOE.
- Clubs with a mission or purpose that conflicts with the mission, purpose and values of the University.

- Honorary fraternities/sororities or societies affiliated with an academic program.
- Any club sports or organizations of a recreational nature.

## **SIMPLE STEPS FOR RECOGNITION: A CHECKLIST**

The following procedures are required of NEW organizations. The following steps are detailed instructions which expand upon the descriptions presented in the section above.

### **Step 1: Recruit Leaders and Members**

10 total members are required at minimum, including four officers of which all must be School of Engineering students. NYU students enrolled in a full-time program within another school of NYU may join the organization, however, their total amount should not exceed 30% of the general membership and at a minimum four officers must be School of Engineering students.

Membership must be comprised of and open to all of the NYU SOE's community's degree-seeking students. Faculty, staff, and alumni may be non-voting members of an organization.

### **Step 2: Find and Advisor**

All recognized student organizations are required to have an advisor. Advisors may be part-time or full-time faculty or administrative staff members of the university. Student organizations that cannot secure an advisor should consult with the Office of Student Activities and Resource Center.

### **Step 3: Prepare a Constitution/Business Plan**

All student organizations must have a written document, either in the form of a "Constitution" or a "Business Plan" that determines the structure of the organization and the operations processes. Note: The outline of this structure is enclosed in this packet. Please submit an electronic copy to the Office of Student Activities and Resource Center ([nyuengrosarc@nyu.edu](mailto:nyuengrosarc@nyu.edu)) for undergraduate clubs or Office of Graduate Student Services ([nyuengrgradlife@nyu.edu](mailto:nyuengrgradlife@nyu.edu)) for graduate clubs, to keep on file.

### **Step 4: 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 2-3 activities, programs, socials, presentations you would like the organization to execute. These should be the kinds of activities that support your mission, would be of interest to your members and to the NYU SOE community. Returning organizations need to submit a review and assessment of these activities at the end of each school year in order to be eligible for re-recognition.

### **Step 5: Submit a COMPLETED Club/Org. Registration Form**

All registration and re-registration forms are included in this packet and are easy to complete. The OSARC and GSS will accept applications starting the first day of classes in the fall semester, through the second Friday of October. Applications will be reviewed and approved by their respective Student Councils in consult with the offices. Recognition status will be confirmed by the first week of November. Those clubs recognized will enter into an incubation period for the remainder of the fall semester and the whole spring semester.



## MAINTAINING STUDENT ORGANIZATION RECOGNITION

A recognized student organization is one that has been formed for educational, professional, social, recreational or other lawful purposes, derives its membership and all of its leadership from the student body of the NYU School of Engineering, has been approved for recognition by the Office of Student Activities and Resource Center or Office of Graduate Student Services, and maintains a current registration status with the OSARC/GSS.

In order to maintain your status as a recognized student organization at NYU SOE, your organization must follow the procedures below:

1. Submit the **Club Re-Recognition Form** before the spring deadline and at any time your organization elects new officers. All officers listed must be currently enrolled or continuing NYU School of Engineering students, who maintain a 2.3 GPA or higher.
2. Must maintain membership guidelines as outline on page 7 for NEW student organizations, including both general membership and officers.
3. Returning organizations must review their constitution or business plan and confirm that it remains applicable.
4. Complete a required student leader orientation meeting once each semester. This meeting is conducted by the OSARC/GSS. All E-board members of the organization must attend the entire training and sign in.
5. Report any revision of the name, constitution and by-laws, or new officers of your organization to the OSARC/GSS. All revisions and changes must be made in accordance with the procedures prescribed within your existing constitution and by-laws.
6. All student organizations that are affiliated with national or international umbrella organizations or headquarters must remain in good standing with those entities to maintain University recognition. For example, organizations that are suspended by their national or international headquarters will have their University recognition suspended as well.
7. Attend Student Council General Assembly meetings (one representative from each organization must be present).
8. Follow all University policies and procedures.

## OFFICER ELIGIBILITY

Student organization officers must be currently enrolled or continuing NYU SOE students, in good standing at the University, with a cumulative grade point average of 2.3 or higher. Good academic standing must be confirmed by the OSARC or GSS each semester. When completing the **Club Re-Recognition Form**, officers, through their submission of their information, provide consent to disclose student academic records. The statement listed on the form is as follows:

*Under provisions of the Family Educational Rights and Privacy Act of 1974, and the Statement of Student Rights and Responsibilities of the NYU Polytechnic School of Engineering, my submission gives permission to the Registrar's Office at NYU School of Engineering to release academic information to the Director, Office of Student Activities and Resource Center, regarding my G.P.A. and status as a currently enrolled or continuing student at NYU School of Engineering All academic information gathered on behalf of the office will be used for enrollment and G.P.A. purposes only per the Student Organization Officer Eligibility Requirements listed in the Student Organization Handbook, and are kept in strict confidence.*

Students who are creating a new club or organization will submit this information through the **Club/Org. Registration Form**.

In the event of electoral or other changes, the organization must revise its recognition form and notify the OFFICE OF STUDENT ACTIVITIES AND RESOURCE CENTER AND GRADUATE STUDENT SERVICES as soon as time permits. **Again, all officers should maintain a GPA of 2.3 or above throughout the academic year.**

## GENERAL MEMBERSHIP

1. At least ten (10) members are required per organization.
2. All members of student organizations must be degree-seeking students of NYU, and at least 70% of the membership must be enrolled at the NYU School of Engineering.
3. All general members should be in good academic standing with the University (minimum GPA of 2.0).
4. Faculty, staff or alumni may not be voting members or officers of student groups. They are, however, encouraged to serve as advisors, sponsors, or consultants.
5. Student organizations are encouraged to recruit members from all academic programs of NYU SOE.
6. Students on leave of absence or those required to withdraw may not take part in student activities, including membership in student organizations.
7. Students on academic probation should have limited status as a member. They should also consult with their faculty advisor about participation in programs.

## NON-DISCRIMINATION POLICY

Student organizations may not restrict membership because of race, color, religion, sex, sexual orientation, national origin, age, marital status, pregnancy, disability, genetic information, disabled veteran's or Vietnam veteran's status, or any other classification that discriminates against individuals. Social fraternities and sororities are exempt from membership practices based on gender under the provisions of Section 86.14 of Title IX, United States Code.

## CLUB NAME/USE OF UNIVERSITY NAME

The use of "NYU School of Engineering" or "New York University Polytechnic 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 SOE Theatre Club" but is authorized to use the name "Theatre Club **at NYU School of Engineering**".

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

## WITHDRAWAL OF RECOGNITION AND SANCTIONING STUDENT ORGANIZATIONS

If University procedures are violated, student organization sanctions include but are not limited to: written warning; suspension of the organization recognition; and withdrawal of organization recognition. Individuals may also be sanctioned by the University for their role in violating policy.

Recognition status will change as per the status designations described on page 5 of this Handbook if student clubs/organizations fail to meet deadlines and standards for activity throughout the year.

## RELATIONS TO THE UNIVERSITY

1. NO organization will be allowed to appear on a commercially sponsored or radio or television program.
2. NO organization shall be in any publication, radio or television broadcast, public performance, or otherwise purport to represent the views or opinions of NYU.
3. ANY form of advertising for a student organization sponsored event using the NYU/NYU School of Engineering name and/or logo must be stamped and approved by the Office of Student Activities and Resource Center or Office of Graduate Student Services. Use of the University's name and/or logo is restricted to the express consent of the University and the OSARC/GSS.



\*\*\***FAILURE** to adhere to said policies may result in loss of recognition status or sanctions to the organization as determined by the Office of Student Activities and Resource Center as well as the Office of Student Affairs.

## PARENT OR AFFILIATE ORGANIZATIONS

The University policies and procedures for recognized student organizations will supersede any policies and procedures from parent or affiliate organizations. An Article of the Constitution or Business Plan must make reference to this policy where applicable to an organization affiliated with a parent or umbrella organization.

## DISSOLUTION OF AN ORGANIZATION

If an organization wishes to dissolve its chapter as a recognized student organization of NYU School of Engineering it must do the following steps:

1. **A Written Statement/Letter** – an executive officer of the organization must put in writing that they are planning to dissolve the organization.
2. **Get Advisor consent** – you should also have your advisor sign the letter or statement wishing to dissolve the organization.
3. **Submit the written statement to the Office of Student Activities 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 be fully dissolved. During the process, all executive board members are responsible for any outstanding issues related to the organization, including but not limited to financial issues and administrative areas.



## CREATING A CONSTITUTION

**Each student organization must operate according to a constitution.** Student organizations must maintain current constitutions and by-laws with the Office of Student Activities and Resource Center. 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. In keeping with the i<sup>2</sup>e mission, the Office of Student Activities and Resource Center is allowing student organizations to submit their constitution and by-laws in the form of a Business Plan. Business Plans must address each article required from the Constitution. Incomplete business plans are subject to disqualification.

### ***REQUIRED TEXT IN YOUR CONSTITUTION:***

The following statement **must appear verbatim** on all constitutions, bylaws, and printed publicity:

- **“The actions and opinions of this organization do not necessarily reflect those of the students, staff, faculty, or administration of the “New York University Polytechnic School of Engineering.”**

#### Parent or Affiliate Organizations and the Constitution:

The University policies and procedures for recognized student organizations will supersede any policies and procedures from parent or affiliate organizations.

An Article of the Constitution or Business Plan **must make reference to this policy** where applicable to an organization affiliated with a parent organization. It should explicitly state that your organization and its members understand that:

- **“The NYU Polytechnic School of Engineering policies and procedures for recognized student organizations will supersede any policies and procedures from [insert parent/affiliate organization name].”**

#### Additional items for Constitution:

- **“Organization officers and members understand that they will be financially responsible for any damage to, or loss of, University property.”**
- **“Student organizations are required to comply with all appropriate Federal, state and local laws and ordinances as well as all University and Office of Student Activities and Resource Center policies and procedures, which include the University Student Code of Conduct.”**

\*\*\*PLEASE SEE THE **APPENDIX SECTION FOR A SAMPLE COPY** OF A CONSTITUTION.



## YOUR ADVISOR and THEIR ROLE

Every recognized organization at NYU School of Engineering must have a faculty/staff advisor. Advisors can be an amazing resource for your group. The advisor must be a full-time or part-time University faculty or staff member. The following describes the roles of the advisor. Any questions regarding this position should be made to the Office of Student Activities and Resource Center and/or Office of Graduate Student Services. In order for a group to maintain their status as a recognized organization, this form must be completed and remain on file in the Office of Student Activities and Resource Center. Student Organizations that cannot secure an advisor should consult with the OSARC/GSS. The following are the general expectations for advisors.

### ***The benefits of working with your Advisor***

The relationship your advisor and the members of your group develop is critical to the overall success of your group. Group members should look for an advisor who is committed to the purpose and goals of your organization, who is willing to listen and support the goals and objectives of the membership. Your advisor can serve as a great resource, especially in the following ways:

- Serve as “sounding board” off of which you can bounce new ideas
- Intervene in conflicts between members or officers
- Be knowledgeable of policies that may impact your 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 perspectives regarding issues

### **Roles and responsibility of the Student Organization to their Advisor**

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.

#### ***Group leaders and members should:***

- Discuss expectations with the advisor from the beginning.
- 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. (An advisor’s experience can be most helpful.)
- Inform the advisor of all planned programs and events.
- Understand that although the advisor does not vote, s/he should have speaking privileges.
- Remember that the responsibility for the success or failure of a group project rests ultimately with the group, not the advisor.
- Periodically evaluate the advisor and provide him/her with constructive feedback about how s/he might be more helpful to the group.
- Acknowledge the advisor’s service to the group and remember to say “thank you.”

### **Roles and responsibilities of an Advisor to the Student Organization**

#### ***As an advisor to a student group, the advisor should:***

- Be familiar with the purpose of the student organization as stated in the organization constitution;
- Understand the critical role that advising and faculty interaction have in the success and overall development of our students and their effective functioning in a multicultural and diverse society;
- Have knowledge of and advise the group on the policies and procedures of the Office of Student Activities and Resource Center
- Have knowledge of and advise the group on University policies as referred to in the Student Organization Handbook
- Meet with the group regularly – and help them set their goals for the year. Attendance at group meetings strongly encouraged and recommended;
- Provide guidance in programming, planning, and budgeting as needed;
- Understand his/her role is primarily consultative – the members of the organization are responsible for policies and decisions. An advisor should express his/her concern if the policies and decisions the group



makes are in violation of any policy or guidelines related to NYU School of Engineering as well as city, state, or federal law. If the advisor expresses a concern and the group does not listen, the advisor is obligated to report the issue to the Director of Student Activities.

- Attempt to attend all of your group events, on and off campus, or make arrangements for another member of the faculty or staff to support the program in their absence.

***Additional areas of advisement to consider:***

**General Advising**

- Assist group 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 group throughout the entire academic year.
- Advise group officers on the University's policies for recognized student organizations.
- Assist group in election of officers and support group through the transitions.
- Assist group members in the development of a yearly calendar of events.
- Serve as a liaison between the group and the OSARC.

**Budgeting**

- Assist the group in the development and maintenance of a budget.
- Approve and sign all budget requests prior to submission to the OSARC.



## SECTION 3: FUNDING RESOURCES & PROCEDURES

### GENERAL FUNDING PROCESS

Student organizations recognized by the University receive various forms of support from the Office of Student Activities and Resource Center and Student Council. A major portion of the annual Student Activities budget is allocated to student organizations to support programs executed by student groups and the Office of Student Activities and Resource Center/Office of GSS as well as other counterparts within the Division of Student Affairs. The Office of Student Activities and Resource Center and Student Council (for undergraduate clubs ONLY) assist organizations by funding programs benefiting the entire student population.

Here are some areas to keep in mind:

- Requests for funding can take up to three (3) weeks to process.
- The OSARC/Student Council and Office of GSS do not fund events that have already happened.
- Requests for funding may be submitted as early as one (1) semester before the event.
- Keep in mind that funding requests should be **submitted for approval** at least (3) three weeks prior to the event.
- All receipts must be returned to the OSAR/GSS within a month after the event date. Late receipts will be revoked funding. It is your responsibility to reconcile these monies in a timely manner.
- Prior to the request for funding, an officer of your organization (listed on the Student Organization Officer Information Form) must attend a Student Leader Orientation. These workshops are held once each semester and the entire process of funding (from request to check) is covered in detail. After an officer of your organization has completed the Student Leader Orientation, requesting funding is a **three (3) step process**.
  - 1) **Develop the program** by determining what your organization would like to do and what resources will be used. (Who will staff the event? What types of publicity will be used? Will there be food? Will you hire a performer?). You should refer to the *Event Planning* section of the manual for more information.
  - 2) **Prepare for the event.** If you will be requesting money for food, you will need to submit an estimate from the caterer or vendor detailing the full costs of food and beverages. Be aware that it is customary for caterers to charge tax (we are a tax-exempt institution) and gratuity and we will not adjust your funding once awarded.
  - 3) **Submit the request for funding.** A representative from your organization must attend the Finance Committee meeting during which your request is being heard. It is also an opportunity for the committee to address any concerns that they may have about the request. Questions most often raised involve turnout, the number of NYU SOE students involved, etc.
 

**NOTE:** If the amount requested for the event is **above \$1,000**, your request must be reviewed by the Finance Committee and then forwarded to the general student council members-at-large. If the event is less than \$1,000 the Finance Committee can make a decision at their regular meeting.
  - 4) NYU is a TAX EXEMPT institution; therefore, all purchases should be made using a tax exempt form. However, only professional staff is permitted to use Tax Exempt forms; therefore, arrangements must be made, in advance, with the Coordinator of Student Activities when Tax Exempt forms for purchases are required.
  - 5) The Office of Student Activities and Resource Center policy states that recognized student organization travel expenses shall not be paid for by student activity fees and Student Council funding. Moreover, the Student Council Finance Committee limits conference funding to paying for the registration of participants, not to exceed five hundred dollars (\$500) for all participants.

This information is a portion of the complete policy on Student Organization Funding. For more information or a copy of the entire policy, please see the Appendix for the full copy of the Funding Request Form and Policies.





## FUNDRAISING

Any fundraising activity related to your organization is considered an event. If your organization would like to hold a fundraiser, please comply with **Program Registration Form** procedures, and also submit the **Fundraising Request Form** to the OSARC or GSS at least three (3) weeks prior to the event.

All monies raised by the organization must be submitted with the completed **Collection of Funds Form** to the OSARC/GSS to go back into your organization's account to be used only by your organization. Organizations must return the form with any money that was collected to LC 221 for deposit into the organization's account on the next business day following the event, funds should be given directly to a staff member. A club may refund members for out-of-pocket expenses related to the event, **in exchange for receipts**, out of the funds collected before depositing them. Under no circumstances should a club/organization keep the cash. You will not need a Funding Request form in order to spend this raised money.

Please note: If your organization receives funding from the OSARC, GSS and/or Student Councils to hold a program, you are NOT allowed to charge a NYU student for admission to this event unless the money charged finances a raffle or prize to be given away at the event. The maximum charge allowed for admission is **\$5.00**.

**NOTE: If you are planning to sell food items on campus – please make sure you contact Edna Castillo, Lackmann Catering Services ([Ecastillo@lackmann.com](mailto:Ecastillo@lackmann.com)) in the cafeteria to notify her of this event as well to gain more support/resources from her. All non-Lackmann food vending must take place at the tables along the far wall of the cafeteria (outside of Kane Private Dining).**

## EXTERNAL FUNDRAISING, PRIVATE DONATIONS, & DONOR ACCOUNTS

- Donor accounts are created for clubs that receive donations on a regular basis. Donor account balances rollover from year to year and may be used in a future fiscal year.
- If your club/organization plans on soliciting funding from NYU Alumni or NYU Faculty/Staff, your club **MUST** meet with OSARC/GSS prior to solicitation for specific feedback and protocol.
- **All deposits should be made through the OFFICE OF STUDENT ACTIVITIES AND RESOURCE CENTER or GRADUATE STUDENT SERVICES.** If the funds to be deposited are a donation, the deposit will be processed through the Universities' Donor Relations so that the donor can be appropriately acknowledged.
- In order to deposit a donation, the club must complete and submit a **Collection of Funds** form. Be sure to specify into which account you would like the money deposited or if you will need to create an account. A donation letter should be included with the check and/or cash to specify what intention of the funds are.

## THE DOS AND DON'TS OF FUNDRAISING:

### DO'S

- Keep records of everything you do and set goals
- Use thoughtful planning - too many events are the product of an impulse.
- Be thoughtful on fundraisers – in order to raise money you should have a sound plan in place.
- Make successful fundraisers traditional.
- Keep track of those that have supported you in the past.

### DON'TS

- Have a fundraiser on impulse – plan carefully.
- Let the treasurer handle all the responsibility.
- Wait until the last minute - be prepared!

- Let one person completely control all the finances-have at least one more person to verify transactions.
- Allow fundraising to disrupt the regular business or programs of the organization.



**For additional guidance in creating donation letters or sponsorship packets speak to your Graduate Assistant contact.**

## **SECTION 4: MEETINGS**

### **RUNNING A MEETING**

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

#### Old News

- Review previous meeting minutes
- Assessing previous events

#### New News

- Upcoming events
- Brainstorming, logistics & planning for future events
- Next meeting's agenda

### **PARLIMENTARY PROCUDURES**

Formally, parliamentary procedure is recommended to be used 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 has become the leading authority in most organizations today. *For an outline of basic parliamentary procedures please see the Appendix.*

The basic principles behind parliamentary procedure are:

- Parliamentary rules exist to facilitate the transaction of business and promote cooperation and harmony within the group
- 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 have a definite and logical order (a motion is a formal proposal that the group take a specific action)
- 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

### **Duties of the Chairperson/President:**

The chairperson/President runs the meeting, unless s/he appoints someone else to fill this role. The chairperson/President should:

- Call the meeting to order
- Announce the business according to the agenda
- Entertain motions, 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 should make sure that the members share the responsibility for further action and that a timetable for completion of the task(s) be agreed upon

If you would like more information about Robert's Rules of Order please go to: <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 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 time certain 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:

- 1) Approval of previous meeting minutes
- 2) Reports of officers and standing committees
- 3) Reports of special committees
- 4) Unfinished Business
- 5) New Business
- 6) 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. The minutes should be typed and signed by the person who recorded them. You should make a copy of the minutes available to all group members and your organization's 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 presiding officer must know what constitutes a quorum for a meeting before calling the meeting to order. To establish that a quorum is present the president can take an actual head count, 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 his/her obligation to inform the presiding officer of the situation. At that time no more business can be transacted. Examples of business would be voting on issues/activities 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 ignore irrelevant comments.
- ☐ Avoid words that may have multiple interpretations and generalizations (words such as "always" and "never").
- ☐ Avoid hurtful, bias, offensive language. As well as words or phrases that is emotionally charged.
- ☐ Present information by first providing a framework for it.

## **SECTION 5: EVENT PLANNING**

One of the biggest services student organizations provide for the NYU SOE community is the planning of special events and activities. OSARC and GSS are available to help organizations in all aspects of planning successful events. Now let's talk about the process for making an event happen at NYU SOE.

**Step 1:** Hold group meetings: Your group should brainstorm event ideas and get suggestions and approval for all event details (date, time, location, names of speakers/performers, and budget). This discussion should be reflected in the minutes of the meeting. Meeting minutes should then be distributed to all members.

**Step 2:** Complete a **Program Registration Form** as well as a **Funding Request Form** and **Catering Request Form** if needed: These forms are available online at the Office of Student Activities homepage. (Also see Appendix for a sample).

**Step 3:** Submit the **Program Registration Form, Funding Request and Catering Request (when relevant)**: Bring completed forms to the OSARC/GSS for review and approval. Upon submission of a student event request form, the club representative will be contacted by their assigned Graduate Assistant with updates and/or questions. OSARC/GSS must approve all student event proposals, and they reserve the right to ask for additional information, or not approve the event with explanation.

**Step 4:** Event Planning Meeting: This meeting should include your executive board members and your adviser. You will review all of the details of your event, complete paperwork for any aspects of your event for which additional paperwork is required, and receive a confirmation letter regarding the event. Your advisor, your GA contact, and/or the Coordinator of Student Activities/Graduate Student Services, is there to provide assistance for making your event a success, so do not hesitate to ask questions. It is the responsibility of the event organizer to ensure that all paperwork and event details are handled in a timely manner. Review the timeline below for assistance with determining the time needed for event preparation. Failure to complete paperwork within the timeline may result in the cancellation of your event.

**Step 5:** Start Planning and Execute! Make sure you coordinate and organize all the logistics for your event. Areas to consider and include are: space requests, catering, facility needs and A/V equipment, publicity, etc. (Please see Programming Checklist in this section to get assistance).

**Step 6:** Evaluate your event! One of the most critical, but often overlooked aspects of successful event planning is the evaluation process. Evaluating events is important for a number of reasons:

- To determine if the event is something the group should do again and to 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?
- To review the budget and make notations on how money needs to/ or can be better allocated to meet the goals of the event.
- To evaluate the services provided (e.g. facilities, speaker/performer, food services) please fill out the **Club After Event Assessment Form** by visiting this link <https://www.surveymonkey.com/s/POLYAEA>

- To help organize the information collected or needed to plan the event, so the group has a resource for planning the event in the future

## School of Engineering Student Organization - PROGRAMMING CHECKLIST

### **4-6 weeks in advance:**

- ☐ Hold group meeting to brainstorm event ideas and get approval for all event details (date, time, location, speakers/performers, and budget). Make sure someone takes minutes of the discussion.
- ☐ Complete Program Registration form with layout and submit to OSARC/GSS
- ☐ Get a catering price quote
- ☐ Request additional funding through the Funding Proposal process if needed
- ☐ Submit Price Quote comparisons for Speakers/Performers (if applicable). **DO NOT SIGN CONTRACTS.**

### **3-4 weeks in advance:**

- ☐ Meet with the organization members to solidify ideas and consult with Advisor
- ☐ Design promotion and publicity materials and seek approval from OSARC/GSS
- ☐ Receive approvals (space and funding)
- ☐ Confirm catering with Lackmann Catering Services
- ☐ Submit Advertising Requests to OSARC/GSS

### **2 weeks in advance:**

- ☐ GA notification of facility set-up and location
- ☐ Begin promotion/publicity
- ☐ Get publicity approved by OSARC/GSS
- ☐ Post publicity around campus
- ☐ Complete food purchases or orders

### **1 week in advance:**

- ☐ Double-check refreshments, performer arrival time, facility set-up, etc.
- ☐ Arrange for internal organization volunteers to help at the event, post publicity, etc.

### **The DAY of the event:**

- ☐ Organize and sort all materials needed for the event
- ☐ Rally all your point people and volunteers, do a pre-event meeting to go over the entire program/schedule
- ☐ Arrive at the facility early to confirm set-up and initiate the set up process (have reference number available)

### **After the event:**

- ☐ Clean up facility, check to ensure all needs are met for the event
- ☐ Evaluate your program and document your success, this will be important in any future funding efforts
- ☐ Submit forms for reimbursement
- ☐ Thank volunteers and celebrate your success!
- ☐ Have debriefing meeting with e-board and adviser
- ☐ Fill out **Club After Assessment Form**

## CAMPUS FACILITIES AND THE FACILITY RESERVATION PROCESS

Making sure you have a place to meet, hold events, or raise funds is an important part of planning. Since many organizations utilize campus space, it is essential that you plan ahead. You must make reservations far enough in advance to be sure that space is available. Determining how far in advance you will need to reserve space will depend on the type of activity you are planning. In addition, depending on the needs of your event other requests may need to be made (e.g. work orders for set-up, media requests, catering) that may take time to process or arrange. Facility set-ups must be finalized a minimum of two weeks prior to the event, to ensure that the event can happen successfully. Only student organizations that have been granted registered or recognized status may reserve campus facilities.

### ***What spaces are available?***

Classrooms, meeting rooms, lounges, the gymnasium, and limited outdoor facilities are available. The OSARC or GSS can assist you in coordinating reservations for your event. There are a couple of exceptions:

- Clubs that are requesting the use of facilities that are directly controlled by a specific department such as academic department (lounges, classrooms, labs) or Greenhouse, Incubators, etc. may use such facilities with permission granted by the controlling department.
- The Office of Student Affairs (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.

All facilities, except as mentioned above, should be reserved at least three (3) weeks in advance of the event date by completing and submitting a Room Reservation form to the Office of Student Activities and Resource Center or Graduate Student Services. All reservations should be confirmed as the date approaches. The OSARC reserves the right to refuse any reservation submitted without sufficient lead time.

Some common space capacities:

LC400 – 75 max

Regna Lounge – 75 max

Silleck Lounge – 50 max

Pfizer – 348 max

Gym - TBD

### ***What are the rules/expectations when using space on campus?***

Drugs, alcohol (unless approved), and smoking are not permitted in any building at NYU. 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 assignment privileges for the club or organization.

For the most part, history has shown that student organizations take pride in the campus and respect University property. Occasionally, individuals from an organization jeopardize the privilege of access to space by acting irresponsibly. Staff members in the OSARC and GSS are available to assist with counseling individuals who put the organization's access to space at risk. Individuals who continue to show disrespect for campus property may be referred to the Office of Community Standards and Compliance and the Dean of Student Affairs for possible disciplinary action.

Please be sure to clean up any mess created by your organization after your meeting or event. Furniture that is moved by your organization should be replaced, and garbage should be placed in the nearest receptacles.

## **POLICIES REGARDING EVENTS**

### **LATE NIGHT/WEEKEND EVENTS**

Any student organization wishing to host an event of any kind that will continue past normal University building hours must obtain permission from the Office of Student Activities and Resource Center or Office of Graduate Student Services at least three (3) weeks prior to the event. These events also require permission from the Office of Facilities Management and NYU Public Safety.

Late night events may not continue past 1:00 AM. Additionally, a late night event may have duration of not more than six (6) hours. For example, a party starting at 6:00pm ends at 12:00am; parties ending at 1:00am start at 7:00pm or later.

Organizations sponsoring late night or weekend events may be required to have a faculty or staff adviser present at the event. The adviser 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 OSARC/GSS (or designee).

All guests at a late night event must present a valid photo ID and sign in with Public Safety. The sponsoring organization should notify security of the chaperone and/or the student member "in-charge". The sponsoring club is responsible for ushering all guests out of the building 15 minutes prior to the end time of the event. No new guests will be permitted to enter an event during its last hour nor will guests be permitted to re-enter during the last hour. Public safety has the right to limit access to the building at any time.

The sponsoring organization is responsible for clean up and trash removal after a late night event and may be charged for extra cleaning by the Office of Facilities Management. If required, the organization will be responsible for paying security overtime or for additional security personnel (see below).

#### **Additional Security**

Any event that runs past normal University building hours must schedule security to stay late. Such scheduling can be done through OSARC or GSS. 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. If the anticipated attendance for any late night event exceeds 75 people, additional security is required even if the majority of attendees are expected to be School of Engineering students. The sponsoring organization will be billed for this expense.

### **ALCOHOL POLICY**

No alcoholic beverages of any kind may be served on campus without the written permission of the Associate Dean of Student Affairs. Such permission may be granted only if attendance at the event is limited to individuals 21 years of age or older. At such events, the sponsoring organization will be required to legally proof (double identification) all persons seeking admission to the event.

In the event this policy is breached, the organization's status will be in jeopardy as well as possibly judicial action will be ensued by the Office of Community Standards and Compliance.

### **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. From time to time the OSARC/GSS may decide that, for safety reasons, access to events must be closely controlled. In those instances where it has been determined that access to events should be regulated, procedures will be established by the OSARC/GSS governing access. These procedures may include but shall not be limited to restrictions such as the following:

- Pre-registration to attend events may be required.
- All NYU students, staff or faculty members must present a valid University ID upon entry to the event.
- Student members of the organization may be permitted to invite up to two guests based upon review by the OSARC/GSS. *This privilege is not transferable, an example would be, if another student cannot attend they may not offer their 2 guests to another student so they may bring 4 guests.*
- Students may not assume responsibility for another student's guest. The guest does not need to be a student, but must have proper photo identification (valid photo ID required) showing proof of age (over 18).
- All students attending this event, including those from invited student groups, will be required to sign in before entering.
- Request for additional security.
- Final authority for regulating access to NYU facilities rests with the Office of Student Activities and Resource Center and Office of Graduate Student Services in consultation with Facilities Management and NYU Public Safety. Student groups should be assured, however, that every effort will be made to work collaboratively with their members in developing regulations to assure the safety and security of all participants.

### **TABLING REQUESTS & POLICY**

Your organization may request the use of the table tops in Rogers Hall for promotional activities such as the distribution of literature, recruitment drives, fundraisers, petition signature drives, etc.

Listed below are guidelines that must be followed:

1. Reservations for table space can be made by completing a Program Registration Form.
2. Reservations and forms must be submitted at least two weeks in advance of the tabling event. Requests for tables for special events (e.g., fairs) must be submitted at least four weeks in advance of the event.
3. Tables are allocated on a "first come, first served" basis.
4. When conducting fundraising events, an approved fundraiser form must be in place before the table assignment will be made. Refer to the Fundraising Policies and Procedures section of this Handbook for further information on requesting permission to fundraise.
5. It is the organization's responsibility to schedule a member to be present at all times during any tabling activity
6. Any cancellation of a tabling event must be communicated to the OSARC or GSS ASAP.
7. No food is allowed to be sold at the tables located in Rogers Hall.
8. Student groups are responsible for clean up after their event.

### **CATERING/FOOD SERVICES POLICY**

- All student organizations are required to contact Lackmann Culinary Services if they intend on hosting a catered on-campus event. Lackmann, in turn, will issue a detailed proposal, which will include the catering cost for the event.
- If an individual or club is not satisfied with Lackmann's proposed price for the event, it is that individual's or club's responsibility to obtain another quote from an outside caterer. However, this second quote must first be submitted to Lackmann. The outside vendor's proposal must be comparable to Lackmann's quote and must exhibit the same level of detail provided through the Lackmann proposal.
- If Lackmann cannot provide a food price, portion size and labor cost within 5% of the outside vendor's total quote, then Lackmann will refuse the order and, in turn, the individual or club will be permitted to use the services of the outside vendor. A written confirmation of Lackmann's "refusal" will be issued in order for the Business Office to honor an outside caterer's invoice. If this procedure is not followed, the Business Office will not process payment to another food/service provider.
- If you choose to have your event catered by Lackmann, you must fill out a Catering Order Form (on the Office of Student Activities Website and in the Appendix). Once you have done so the OSARC/GSS, and Lackmann's management must sign and approve.



## **PUBLICITY POLICY & PRINTING SUPPORT**

- All publicity must be in support of approved programs and must bear the name of the sponsoring organization. Date, time, and location of the event as well as admission charges, if any, should be included. (Note: the OSARC or GSS must approve admission charges - refer to the Fundraising Policies and Procedures section in this manual for further information.)
- **No posting is allowed on walls, doorways, windows, glass, trees, vending machine, 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. You should request support for large postings from the OSARC or GSS.
- Advertisements posted in foreign languages must also be translated into English.
- Where appropriate, the funding body should be credited for their support of a program.
- All event flyers must be brought to the OSARC or GSS for review and posting on campus bulletin boards. The office will stamp event flyers with a "Remove By (date)".
- The OSARC/GSS staff can assist you in posting materials on digital and bulletin boards for your group. A turnaround time of two (2) days for approving and posting materials should be expected. Please email [nyuengrosarc@nyu.edu](mailto:nyuengrosarc@nyu.edu) or [nyuengrgradlife@nyu.edu](mailto:nyuengrgradlife@nyu.edu) for digital board postings with an attached **Advertising Request Form**.
- 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 Affairs.
- After your event, make sure you remove your outdated flyers. If you fail to remove postings, it will result in a financial penalty and sanction.
- You may post information on three (3) major outlets for information: The University Events Calendar, Digital Boards and Bulletin Boards.

### ***Printing Options and Support***

Organizations wishing to duplicate and distribute fliers or other printed materials may do so by using the NYU School of Engineering Print Shop. Clubs should complete a Requisition for Print Services Form (on the Office of Student Activities website and in the Appendix section of the manual).

You must submit an original copy of and content of your printed material for approval with the **Requisition of Copy Services Form**. Once it is approved you will be notified and you may pick up the approved flyer and the Print Services Form from the OSARC/GSS so you may submit it to the Print Shop.

#### ***Print Shop services include:***

- High speed duplication with a variety of paper colors and finishes (including binding, stapling, hole-punching, folding, etc).
- Overhead transparencies
- Mailroom distribution

Library Print Shop Services offer large format printing of school related materials. Posters are \$6 per square foot plus a \$6 flat fee if the poster is mounted on foam backing board. Payment is either due when the poster is being picked up, or the affiliated department will be invoiced. The library printer is limited to a 36" width. Final designs can be submitted to the library's information desk. Files can be submitted as PDF, JPEG, or PPT. Files need to be of adequate size and resolution. Printing size must be set before the poster is designed (If a file is 8.5x11" we cannot print it at 24x36". It needs to be designed at the size it needs at printed). The library does not do any design work. Files need to be submitted PRINT READY. Expect at least a three day turnaround for orders. Larger orders can take more time. We do not guarantee same-day service.

Make sure you have copyright clearance. You are responsible for any copyright violations.

Please note: Print materials and publicity will only be approved for events occurring on campus and are open to the entire School of Engineering community. Limitations apply, including the number of copies and the type of



copy services needs per semester. Special requests, such as large posters, pamphlets, and oversized print materials will be reviewed accordingly. Not all print material requests may be approved.

### **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. Contact the OSARC/GSS for more information about appropriate ways to acquire a license to show movies and videos.

#### ***Copyright – Films and Video Tapes***

The U.S. Copyright Act (U.S.C. 17, 101, and 106) grants all rights of public exhibition of a copyrighted work to the owner of the copyright. Such rights of public exhibition include the right to show a film or video tape to a group, whether or not admission is charged. Congressional reports on copyright applications make clear that even "semi-public" exhibitions in residence halls, clubs, and colleges are classified as public for copyright purposes.

Organizations and individuals desiring to show video tapes or films must secure permission from the holder of the copyright. Generally, this means that video tapes or films must be rented from companies who hold the rights. Neighborhood DVD/video stores and sites such as Netflix.com 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 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.

## **SECTION 6: STUDENT ORGANIZATION TRAVEL POLICY**

**The Office of Student Activities and Resource Center and the Office of Graduate Student Services DO NOT FUND and/or FINANCIALLY SUPPORT any travel expenditures (such as transportation services, per diem, and housing accommodations) for student organizations. This is including, but not limited to, conferences, social events, and retreats.**

This travel policy pertains to a University sponsored event or activity which is one that is initiated, actively managed, planned and arranged by a department, member of the University's faculty or 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 an event or activity that the University actively manages, is involved with, or oversees financially, physically, or administratively.

A currently enrolled student is one who is currently registered at the University, whether on a full- or part-time basis. An appropriate administrator is a Dean, Department Chair, or Director/Assistant Director of an administrative unit, Coordinator of an administrative unit, or his or her authorized designee.

***All students and recognized student organization travel falling within this policy above must meet the following requirements:***

- Recognized student organization travel must be consistent with the organization's mission statement and constitution on file with the Office of Student Activities and Resource Center. Travel must be planned so as not to create an undue interference with academic responsibilities.
- An individual student or recognized student organization must complete and submit the **Student Travel Form** to the Office of Student Activities and Resource Center or Office of Graduate Student Services no later than three (3) weeks before the scheduled trip). This form will be utilized to input student travel and contact information into the online **NYU Traveler** system.
- All students traveling must complete, sign, and submit an **Off-Campus Travel Waiver and Assumption of Risk Form** to the Office of Student Activities and Resource Center or Office of Graduate Student Services no later than three (3) weeks before the scheduled trip.
- All University sponsored travel must be chaperoned by a faculty or staff mentor. A student officer from the recognized student organization must accompany the trip for all non-University sponsored travel. NYU will view this student officer as the party responsible for the trip. Furthermore, the student officer must carry a copy of all emergency contact information for all students participating in the trip.
- The name, address, and telephone number of the faculty/staff mentor to the recognized student organization must be submitted utilizing the appropriate form. Faculty/staff mentors also are required to maintain a copy of the appropriate form and discuss the NYU student Code of Conduct with the recognized student organization leader(s) organizing the trip. The faculty/staff mentor is expected to exchange emergency contact numbers with students and obtain an indication of who each student desires to be notified in the event of an emergency.
- All trips are required to follow the New York University Travel Guidelines noted below.
- Any trip taken without submission of a complete and accurate **Student Travel Form** and **Off-Campus Travel Waiver and Assumption of Risk Form** or other violations of this policy may result in individual and/or organizational discipline, together with such additional action as may be deemed appropriate under the circumstances.

## University Sponsored Student Travel

- To assure that events or activities involving student travel are consistent with the University's mission and that student safety issues have been addressed, University sponsored student travel must be approved in advance by an appropriate administrator. The appropriate administrator will assure that the proposed travel request conforms to the procedures outlined in the Travel Guidelines below.
- The following rules apply to the travel of currently enrolled undergraduate or graduate students attending activities or events sponsored by NYU SOE's Office of Student Affairs, OSARC and/or GSS which occur beyond the boundaries of New York City.
- To request authorization, members of the faculty, staff or recognized student organization granted funding who organize activities covered by this Policy must submit a completed **Student Travel Form** and **Travel Waiver and Assumption of Risk Form** to the appropriate administrator for approval. The request must be submitted at least three (3) weeks in advance of travel.
- All University sponsored trips must be chaperoned by a staff or faculty member, except with the approval of an appropriate administrator. If students are traveling on their own for the purpose of a recognized student organization, and University funds are being utilized to support the mission of the group, the president of the student organization must meet with an administrator in the OSARC or GSS prior to the trip to review specific trip details.
- Names and pertinent information may be submitted in person or to the OSARC via email (nyuengrosarc@nyu.edu) or to GSS (nyuengrgradlife@nyu.edu). Faculty or staff chaperones are expected to carry emergency contact information for all students on the trip.
- **As soon as a travel itinerary has been secured, the student organization must register their trip through NYU Traveler here: <http://www.nyu.edu/life/travel-and-transportation/nyu-traveler.html>**

## Non-University Sponsored Travel

- Non-University sponsored travel occurs when travel to an off-campus activity or event beyond the boundaries of New York City and University funds are not utilized to support the travel.
- In some cases, the Student Councils, OSARC and/or GSS may support the recognized student organization travel by providing funding for conference registration. This funding does not alter the non-University sponsored nature of the travel.

**Note:** *It is the policy of the Office of Student Activities and Resource Center that recognized student organization travel expenses shall not be paid for by student activity fees and Student Council funding. Moreover, the Student Council Finance Committee limits conference funding to paying for the registration of participants, not to exceed five hundred dollars (\$500) for all participants.*

- Recognized student organizations also may utilize their own funds acquired through fundraising, dues, or other lawful sources, to support non-University sponsored travel.
- When participating in non-University sponsored travel, recognized student organizations are still required to submit the **Student Travel Form** and **Off-Campus Travel Waiver and Assumption of Risk Form** available via the OSARC or GSS. In addition, the recognized student organization is subject to those requirements described in travel guidelines and policies below.
- **As soon as a travel itinerary has been secured, the student organization register their trip through NYU Traveler here: <http://www.nyu.edu/life/travel-and-transportation/nyu-traveler.html>**

## NYU School of Engineering Student Club Travel Guidelines & Policies

NYU School of Engineering provides opportunities for students travel to activities that facilitate and/or enhance the learning process taking place within the University community. Participation in such activities shall be limited to members of the University community.

Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. 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:

- a) 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 to the University's willingness to permit future similar activities; and
- b) 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 which may differ from that applicable on campus. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action pursuant to the NYU student conduct process.

Please note for University sponsored travel, it is the responsibility of the department sponsoring the program to assure compliance with these guidelines including any reference policies such as vehicle safety.

***The following additional guidelines also apply to all travel activities subject to the NYU Student Travel Guidelines:***

- 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.
- Transportation: The sponsoring University department should be prepared to arrange for transportation by official University vehicle(s), rental vehicle(s), chartered service, regularly scheduled transportation service, or, if necessary, personal vehicles. The following rules apply to the use of vehicles.
- Contract Bus Service - Adequate insurance coverage for personal injury and property damage must be provided by the bus company. Please see contracts to ensure that the rental is appropriately covered for these items.
- Regularly Scheduled Carriers - Regular scheduled transportation service providers (e.g., Greyhound, Amtrak) may be utilized for transportation.
- 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.
- Accident and Medical Insurance - The faculty member or administrators responsible for the trip shall communicate to the 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 the trip.

- Participation - Except with the permission of the appropriate administrator, friends and family of students are not eligible to participate in travel opportunities falling under the travel policy.
- All participants are required to engage in the planned activities of the trip. Unstructured time should be kept to a minimum to reduce the risks inherent in unsupervised activity. The sponsoring department or organization should keep a list of all participants involved in the trip.

## **SECTION 7: ADDITIONAL POLICIES & STATEMENTS**

### **ANTI-HAZING STATEMENT**

**Hazing.** Any action taken or situation created which recklessly or intentionally endangers the mental or physical health or safety of any person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with or as a condition for continued membership in any organization operating under the sanction of or recognized as an organization by NYU.

The term hazing shall include, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced activity which could adversely affect the physical health and safety of an individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual or any willful destruction or removal of public or private property.

For the purpose of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

### **INTERNET/COMPUTER USAGE 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 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 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
- Initiate or forward 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

Information Technology Services proactively monitors the network for activity which violates the University Code of Conduct and Acceptable Use Policy. Failure to comply with the terms of this policy will be met with disciplinary or legal action in concert with the provisions as described in the NYU Code of Conduct, code of ethics, and student /employee handbooks or other university policy documents. Penalties for unacceptable use range from immediate deactivation of the account through appropriate university judicial or disciplinary action or referral to law enforcement authorities.

## WEBSITE POLICY

NYU SOE does not fund or manage club websites. Please keep in mind that if you would like to start 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. 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 Polytechnic School of Engineering.*

As stated on page 9 under Club Name/Use of University name, ANY form of advertising for a student organization sponsored event using the NYU name and/or logo must be stamped and approved by the Office of Student Activities and Resource Center or Office of Graduate Student Services. Use of the University's name and/or logo is restricted to the express consent of the University and the OSARC/GSS. **As such, since NYU does not approve or sponsor a club or organization website, the use of the NYU logo is strictly prohibited.** If you would like to state NYU/NYU School of Engineering in the title of your site, you must follow the rules as stated under this section. For example your club name AT or OF NYU School of Engineering.

## SOCIAL MEDIA POLICY

### *Professionalism in the Use of Social Media*

The social media sites represented on the NYU SOE Office of Student Activities and Resource Center home page, as well as the Office of Graduate Student Services, are produced and maintained by professional staff members at NYU SOE. 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.

While NYU SOE does not regularly review content posted to social media sites, it shall have the right to remove any content for any reason, including but not limited to, content that it deems threatening, profane, obscene, a violation of intellectual property rights or privacy laws, off-topic, commercial or promotion of organizations or programs not related to or affiliated with the university, or otherwise injurious or illegal. 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.

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 School of Engineering Office of Student Activities and Resource Center and/or Office of Graduate Student Services may use this information for internal and external purposes. Please note that other participants may use posted information beyond the control of NYU SOE OSARC/GSS. 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.

### **Social Media Sites used by Student Organizations**

The web has created the ability for students and student organizations to communicate and share information quickly and to reach campus community member's people easily. Participating in social networking and other similar Internet opportunities can support student organization and leaders' communication to their constituents,



enable clubs and organizations to have a professional presence online, foster collegiality and camaraderie within the student organization community, provide the opportunity to widely disseminate messages and other important communication. As organizations create and use social media outlets, here are some guidelines and expectations for use:

- a. 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. Respect and professionalism must be maintained in all environments, including online, and must refrain from posting inappropriate, offensive, and/or inaccurate information.
- b. 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. Thus, a student leader within the organization should routinely monitor your organization's Internet presence to ensure that the information on their sites and, to the extent possible, content posted about them by others, is accurate and appropriate.
- c. If they interact with students and other parties on the Internet, student leaders must maintain appropriate boundaries and abide by appropriate behavioral standards and within the Code of Conduct just, as they would in any other context. And to maintain appropriate professional boundaries monitors of student organization social media sites and accounts should separate personal and professional/organizational content online.
- d. When students see content posted by others that appear unprofessional they have a responsibility to bring that content to the attention of the officer 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 and/or is considered a bias related incident a organization representative should report the matter to the Office of Community Standards and Compliance as well as the Office of Student Activities and Resource Center.
- e. All organizations must recognize that actions online and content posted may negatively affect their reputations among the NYU community, may have consequences for their academic career, and can undermine the integrity of your organization.

*Please note:* The actions and opinions of student organizations on social media outlets, such as Facebook, LinkedIn, Twitter, etc., do not necessarily reflect those of the students, staff, faculty, or administration of the NYU School of Engineering or NYU at large.